



The Corporation of the Township of Billings

Council Meeting Agenda

April 16, 2024 7:00 p.m.

Kagawong Park Centre

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Ian Anderson, Councillor

Vince Grogan, Councillor

Michael Hunt, Councillor

Staff

Emily Dance, CAO/Clerk

Tiana Mills, Deputy Clerk

Todd Gordon, Municipal Project Manager

1. Call to Order

Mayor Bryan Barker to call the meeting to order.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

3. Disclosure of Pecuniary Interest

4. Delegation

5. Adoption of Minutes

Motion to adopt the minutes of the following meetings of Council:

5.1. Special Council Meeting – March 28th, 2024

5.2. Regular Council Meeting – April 2nd, 2024

6. Committee Reports

6.1. Members of Council are provided with an opportunity to report on Committee and Board meetings.

7. Staff Reports

7.1. BP-2024-04-03 Easement Agreement – Charbonneau

7.2. BP-2024-04-04 Oakes Cottages - Pre-Consultation

7.3. TR-2024-04-07 Water System Reserves

7.4. TR-2024-04-08 Infrastructure Ontario (IO) Loan: Old Mill Road Bridge

7.5. TR-2024-04-09 Council Remuneration 2023 Amended

7.6. MPM-2024-04-06 Social Media Marketer

7.7. CLK-2024-04-05 Live Streaming Council Meeting Policy

7.8. CLK-2024-04-06 Kagawong Cedar Cemetery By-Law

8. Correspondence Requiring Direction

8.1. Manitoulin Planning Board 2024 Budget

The Manitoulin Planning Board is requesting a motion to accept the Manitoulin Planning Board 2024 Budget and payment of the final requisition.

9. Information

9.1. Ontario Clean Water Agency (OCWA): Township of Billings 2023 Management Review Minutes

9.2. Town of Shelburne Motion to Eradicate Islamophobia and Antisemitism

9.3. Manitoulin-Sudbury District Services Board Early Years and Child Care Plan – Parent Consultation Survey 2024

9.4. Moray Watson Correspondence follow-up April 2, 2024

9.5. The Township of Greater Madawaska Support for Amendment of the Occupational Health and Safety Act

9.6. The Township of Greater Madawaska Funding for the 2024 Municipal Equipment Operator Course

9.7. Ontario's Provincial Emergency Management Strategy and Action Plan: 2023 Annual Report

9.8. Entry to Kagawong from Hwy 540: Jason Thibault

9.9. Lakeshore Road Concerns: Brian Parker

10. Accounts For Payment

10.1. Accounts for Payment – April 10th, 2024

11. By-Laws and Agreements

12. Notice of Motions

13. Closed Session

13.1. THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(d)] Labour relations or employee negotiations CAO/Clerk recruitment [s. 239(2)(b)] Personal matters about an identifiable individual, including municipal employees – Personnel (2), Member of the Public (1) AND FURTHER returns to open session upon completion.

14. Confirmatory By-Law

14.1. By-Law No. 2024-28 Being the April 16th, 2024 Confirmatory By-Law

15. Adjournment

15.1. Motion to Adjourn



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The Corporation of the Township of Billings
Council Special Meeting Minutes
Thursday March 28, 2024, 1:45pm
Virtual

Council

Bryan Barker, Mayor

Ian Anderson, Councillor

Vince Grogan, Councillor

Staff

Emily Dance, CAO/Clerk

1. Call to Order

Mayor Barker called the meeting to order at 1:47 pm.

2. Approval of Agenda

Confirm approval of the agenda.

2024-130

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby approves the agenda as presented

Carried.

3. Disclosure of Pecuniary Interest

None noted.

4. Item for which the Special Meeting was called.

The items on today's agenda are of a confidential nature.

5. Closed Session

2024-131

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s.

239(2)(b)] Personal matters about an identifiable individual – CAO/Clerk Interviews AND

FURTHER returns to open session upon completion.

Carried.

6. Report out of Closed Session



2024-134

Moved by Anderson Seconded by Grogan

THAT Mayor Barker reported a closed session was held regarding personal matters about identifiable individuals related to CAO/Clerk interviews and direction has been given to staff.

Carried.

7. Confirmatory By-Law

7.1. By-Law No. 2024-23 being the March 28, 2024, Confirmatory By-Law
2024-135

Moved by Anderson Seconded by: Grogan

THAT By-Law No. 2024-23 being the March 28, 2024, Confirmatory By-Law be read a first, second, third time and finally passed this 28th day of March, 2024.

Carried.

8. Adjournment

8.1. Motion to Adjourn

2024-136

Moved by Grogan Seconded by: Anderson

THAT the Township of Billings Council hereby adjourn at 4:20 pm.

Carried.

Mayor Bryan Barker

Emily Dance, CAO/Clerk



The Corporation of the Township of Billings

Council Meeting Minutes

April 2, 2024 7:00 p.m.

Kagawong Park Centre

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Ian Anderson, Councillor

Vince Grogan, Councillor

Michael Hunt, Councillor

Staff

Emily Dance, CAO/Clerk

Tiana Mills, Deputy Clerk

Arthur Moran, By-Law Enforcement/Health & Safety/ Emergency Management

1. Call to Order

Mayor Bryan Barker to call the meeting to order at 7:00p.m.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

2024-137

Moved by Hunt Seconded by Anderson

THAT the Township of Billings Council hereby approves the agenda as presented.

Carried.

3. Disclosure of Pecuniary Interest

None.

4. Delegation – Moray Watson

Moray Watson: 2024 Draft Budget – Errors, Omissions and Deficiencies with Respect to the Water System

2024-138

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby direct staff to bring back a report with clarification on funding of the capital projects in the 2024 budget and the Kagawong water system financials.



Carried.

5. Adoption of Minutes

Motion to adopt the minutes of the following meetings of Council:

5.1. Town Hall Meeting – March 19th, 2024

5.2. Regular Council Meeting – March 19th, 2024
2024-139

Moved by Grogan Seconded by Hillyard

THAT the March 19th, 2024 Town Hall Meeting and the March 19th, 2024 Regular Council Meeting minutes, be adopted as presented.

Carried.

6. Committee Reports

6.1. Members of Council are provided with an opportunity to report on Committee and Board meetings.

6.1.1. Community Policing Advisory Committee (CPAC): March 13, 2024

6.1.2. Western Manitoulin Community Network Meeting: March 25, 2024
2024-140

Moved by Hunt Seconded by Anderson

THAT the Township of Billings Council hereby receives for information all items listed in Section 6 AND FURTHER directs staff to bring forward information regarding a Social Media Coordinator.

Carried.

7. Staff Reports

7.1. FIR-2024-04-01 Fire Department Status Report
2024-141

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby receives for information Report Number FIR-2024-04-01.

Carried.

7.2. EM-2024-04-01 Quarterly Emergency Management Report
2024-142

Moved by Anderson Seconded by Hunt

THAT the Township of Billings Council hereby receives for information, Report Number EM2024-04-01.

Carried.

7.3. CAO-2024-04-02 Strategic Plan (3)

2024-143

Moved by Grogan Seconded by Hunt

THAT the Township of Billings Council hereby receives for information Report CAO-2024-04-02 being the Final Report for the Strategic Plan.

Carried.

7.4. CAO-2024-04-03 2024 Summer Students

2024-144

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby receives for information Report CAO-2024-04-03.

Carried.

8. Correspondence Requiring Direction

8.1. Manitoulin Island Cycling Advocates (MICA) – Letter of Acknowledgement Request

MICA is requesting a letter of acknowledgement from the Township of Billings regarding their 12th annual Manitoulin Passage Ride.

Staff recommends support of this event.

2024-145

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby receives the letter from Manitoulin Island Cycling Advocates (MICA) AND directs staff to write a Letter of Acknowledgement as requested.

Carried.

9. Information

9.1. Save the Date: Northern Housing Forum

9.2. Save the Date: Provincial Day of Action on Litter

9.3. Proportions of Enrollment, Education Act and Table

9.4. County of Renfrew Water and Wastewater Support

9.5. New Provincial Municipal Fiscal Framework

9.6. Public Health Sudbury & Districts Merger Update

9.7. Municipality of Wawa: Support for Bill C-310 Amendments to the Income Tax Act

9.8. Public Health Sudbury & Districts Student Immunization Record Assessment Activities

9.9. Jim Cahill: Letter to Council

9.10. The Township of Greater Madawaska: Cemetery Transfer/Abandonment
Administration & management Support



-
- 9.11. Municipality of Wawa: Support Tax Credit for Volunteer Firefighters
9.12. City of Clarence-Rockland: Support Suicide and Crisis Hotline
9.13. Ontario Clean Water Agency: 2023 Annual and Summary Report for the
Kagawong Water System
2024-146

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby supports the Provincial Day of Action on Litter by engaging the community and spreading the word.

Carried.

2024-147

Moved by Hunt Seconded by Anderson

THAT the Township of Billings Council hereby supports the request of the Province of Ontario for new provincial municipal fiscal framework and directs staff to circulate as appropriate.

Carried

2024-148

Moved by Anderson Seconded by Hillyard

THAT the Township of Billings Council hereby supports Bill C-310 and enacts amendments to subsection 118.06 (2) and 118.07 (2) of the Income Tax Act and directs staff to

Carried.

10. Accounts For Payment

- 10.1. Accounts for Payment – March 20th, 2024
2024-149

Moved by Hunt Seconded by Anderson

THAT the Township of Billings Council hereby approves, ratifies, and confirms the March 20th, 2024 Accounts for Payment as presented.

Carried.

11. By-Laws and Agreements

- 11.1. By-Law No. 2024-24 Adopt Strategic Plan
2024-150

Moved by Grogan Seconded by Hillyard

THAT By-Law No. 2024-24 being the by-law to adopt the 2024-2028 Strategic Plan be read a first, second, and third time and finally passed this 2nd day of April, 2024.

Carried.

11.2. By-Law No. 2024-25 Open Air Burning
2024-151

Moved by Anderson Seconded by Hillyard

THAT By-Law No. 2024-25 being the Open-Air Burning By-Law be read a first, second, and third time and finally passed this 2nd day of April, 2024.

Carried.

12. Notice of Motions

None.

13. Closed Session

2024-152

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(2)(b)] Personal matters about an identifiable individual (2) – Library Board members; and pursuant to [s. 239(2)(d)] Labour relations or employee negotiations CAO/Clerk recruitment AND FURTHER returns to open session upon completion.

Carried.

14. Report out of Closed Session

2024-158

Moved by Grogan Seconded by Hunt

THAT Mayor Barker reported a closed meeting was held regarding Personal matters about an identifiable individuals– Library Board members; and Labour relations or employee negotiations CAO/Clerk recruitment with direction given to staff.

Carried.

2024-159

Moved by Hunt Seconded by Hillyard

THAT the Township of Billings Council hereby appoints Stasia Carr, Maurita Bedard and Laura Hunter to the Library Board.

Carried.

15. Confirmatory By-Law

15.1. By-Law No. 2024-26 Being the April 2nd, 2024 Confirmatory By-Law



2024-160

Moved by Grogan Seconded by Anderson

THAT By-Law No. 2024-26 Being the April 2nd, 2024 Confirmatory By-Law be read a first, second, third time and finally passed this 2nd day of April, 2024.

Carried.

16. Adjournment

16.1. Motion to Adjourn

2024-161

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby adjourn at 8:57 p.m.

Carried.

Mayor Bryan Barker

CAO/Clerk Emily Dance



COUNCIL REPORT

Department: Building/Planning

Date: April 16, 2024

Report Number PW-2024-04-03

File: Easement Agreement – Charbonneau

Attachment: Proposed sketch of waterline

Staff Recommendations:

THAT the Township of Billings Council hereby approves Report BP-2024-04-03 AND authorizes entering into an easement agreement with the owners of 338 Honora Lakeshore Road for the installation of a waterline under Honora Lakeshore Road abutting 338 Honora Lakeshore Road AND FURTHER authorizes the appropriate By-Law coming forward.

Background:

Dennis & Suzanne Charbonneau are the owners of 338 Honora Lakeshore Road. They need to replace an existing waterline and have made a request to install a replacement waterline under Honora Lakeshore Road to allow for the installation of water pipes to access water from Lake Huron to service their dwelling.

Discussion:

In general, municipal property including road allowances, municipal parks and other municipally owned lands shall be kept free of encroachments. Council has the authority to approve encroachments and easements under special circumstances where public safety is not affected, municipal interests are not adversely affected, and the public right of usage is not diminished by permitting the encroachment.

As illustrated in the attached sketch, the proposal is for water pipes to be buried underneath Honora Lakeshore Road to service the applicant's property. The proposed private personal water system location is not under the jurisdiction of the Township; therefore, the applicant will be required to obtain any necessary permits/permissions from the Ministry of the Environment and/or Sudbury and District Health Unit.

Staff recommend entering into an encroachment agreement with the applicants that includes the following provisions:

- Agreement to be reviewed by the municipal solicitor and registered on title;
- Any recommendations from the municipal solicitor be included in the agreement;
- All legal fees associated with the agreement be borne by the applicant. (Should the applicant wish to have their lawyer review the agreement it will be at their additional expense.);
- Applicant is responsible for the construction, installation and any on-going maintenance costs;
- Applicant provide insurance that will include the municipality as additionally insured;



-
- Applicant to provide a detailed sketch of the works to the Township indicating the location coordinates and proposed works to the satisfaction of the Township;
 - Applicant to provide confirmation of approval from the Ministry of the Environment for the works; if applicable
 - Applicant to return the lands to their original state to the satisfaction of the Township;
 - Inform the Township of the date of construction to allow the Township to have a representative present if desired to oversee the work.

Financial Impacts:

Staff is recommending that the applicant be responsible to cover all legal fees associated with the agreement and registration on title.

Alignment to Strategic Plan:

The application is not applicable to the Strategic Plan.

Alignment to the CEEP:

The application is not applicable to the CEEP

Respectfully Submitted by:

Tiana Mills, Deputy Clerk

Approved by:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Building and Planning

Date: April 16, 2024

Report Number: BP-2024-04-04

File: D12 / D15 Oakes Cottages Zoning/Subdivision Applications
– 732 Monument Road – Pre-Consultation

Attachments: Planning Justification Report – TULLOCH Engineering Oct 23,
Cobide Engineering Letter – April 4, 2024

Recommendation:

THAT the Township of Billings Council hereby approves Report BP-2024-04-04 AND directs staff to forward the comments of Cobide Engineering to the developer (JBR Ventures Ltd.) for the proposed Oakes Cottages Subdivision to be addressed in relation to the Zoning/Subdivision Applications AND FURTHER confirms the roads should be developed to a year-round municipal standard AND confirm the preferred servicing option is to provide individual water supply and individual sewage to each lot.

Background:

JBR Ventures c/o TULLOCH Engineering has made a planning application through the Manitoulin Planning Board for a Draft Plan of Subdivision and associated Zoning By-Law amendment to facilitate the creation of a 15 lot Subdivision at 732 Monument Road (Oakes Cottages).

As per Township procedures, the application and supporting documentation was forwarded to COBIDE Engineering to review the application and provide comment and recommendations. Supporting documentation includes a hydrogeological report, servicing options statement, draft plan and planning justification report.

Attached is a copy of the Planning Justification Report which provides a summary of the application and the reports. If a member of Council or the Public wish to review in detail they are available at the Township Office.

Discussion:

Staff have reviewed the recommendations with the consultant and concur with their recommendations related to:

1. Request for further information related to the Planning Conditions, On-Site Sewage System Impact, Private Well Water Supply Assessment.
2. Confirm the preferred servicing option is to provide individual water supply and individual sewage.
3. Confirm preferred roads are to a year-round municipal standard
4. Request submission of a stormwater management report.



Financial Impacts:

As per By-Law No. 2023-87 being the Tariff of Fees – Planning Matters, the developer is responsible for all associated expenses for consultant review.

Alignment to the Strategic Plan

Protect and enhance our natural assets, ensure that current and future township assets are managed to be sustainable to meet our long-term needs.

Alignment to the CEEP

There is no alignment to the CEEP

Respectfully Submitted By:

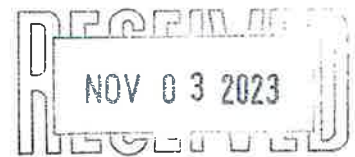
Emily Dance, CAO/Clerk

PLANNING JUSTIFICATION REPORT

ZONING BY-LAW AMENDMENT
PLAN OF SUBDIVISION

TOWNSHIP OF BILLINGS

OCT 2023



Purinton

Prepared by:
TULLOCH Engineering
1942 Regent Street Unit L
Sudbury, ON
P3E 5V5

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1.0 INTRODUCTION

TULLOCH has been retained by JBR VENTURES LTD to prepare a planning justification report as part of a complete application to amend the *Township of Billings Zoning By-law 2022-57* and obtain approvals for a 15-lot plan of subdivision. This report provides a planning analysis and justification for the amendment needed to rezone a portion of the subject lands from 'Shoreline Residential', 'Tourist Commercial' and 'Rural' to 'Shoreline Residential'. This report reviews the consistency of the application in the context of applicable policies and direction found within the following documents and plans:

- *2020 Provincial Policy Statement*
- *Growth Plan for Northern Ontario*
- *District of Manitoulin Official Plan*
- *Township of Billings Zoning By-law 2022-57*

Overall, the author finds that the proposed applications conform with the *District of Manitoulin Official Plan* (OP), is consistent with both the *2020 Provincial Policy Statement* (PPS), and *Growth Plan for Northern Ontario* (GPNO), and represents good planning.

2.0 PROPOSED DEVELOPMENT

As illustrated in *Figure 1* the proposed applications would facilitate the development of a fifteen (15) lot plan of subdivision. Each lot will have a minimum ± 46.0 -metres of frontage on both Lake Mindemoya and one of two new seasonally municipally maintained roads, and a lot area of ± 0.43 -hectares or greater. Each of the proposed 15-lots is intended to be developed for seasonal dwellings/resource-based recreational dwellings.

The proposed subdivision will require the construction of two new roads: proposed Road A will connect directly to Monument Road to the west and proposed Road B will connect to Monument Road to the north. Given the location of the existing trailer park both proposed roads will end in cul-de-sacs. All lots will be privately serviced with private septic systems and water from either the underlying groundwater aquifer or Lake Mindemoya.

To facilitate the development an amendment to the Zoning By-Law is required to rezone a portion of the lands from 'Shoreline Residential Zone', Tourist Commercial Zone' and 'Rural Zone' to 'Shoreline Residential Zone'. Proposed lots 1-7 and Road A are proposed to be rezoned to 'Shoreline Residential'. Proposed lots 8-15 and Road B are presently zoned 'Shoreline Residential' and thus do not require rezoning.

Through the rezoning application it is requested that the existing location of the structures on Lots 1-7 be recognized, specifically, the shoreline setback as it relates to the seasonal dwellings. Shoreline setback relief for the lots are as follows:

- **Lot 1:** To permit the existing seasonal dwellings shoreline setback of 12.1-metres where 30.0-metres is required;
- **Lot 2:** To permit the existing seasonal dwellings shoreline setback of 14.1-metres where 30.0-metres is required;
- **Lot 3:** To permit the existing seasonal dwellings shoreline setback of 8.46-metres where 30.0-metres is required;
- **Lot 4:** To permit the existing seasonal dwellings shoreline setback of 0.0-metres (located on Crown Reserve) where 30.0-metres is required;
- **Lot 5:** To permit the existing seasonal dwellings shoreline setback of 0.0-metres (located on Crown Reserve) where 30.0-metres is required;
- **Lot 6:** To permit the existing seasonal dwellings shoreline setback of 0.0-metres (located on Crown Reserve) where 30.0-metres is required; and,
- **Lot 7:** To permit the existing seasonal dwellings shoreline setback of 0.0-metres (located on Crown Reserve) where 30.0-metres is required.

The Official Plan land use designation is proposed to remain Shoreline Area. An outline of the development proposal as it pertains to its land use designation and zoning can be found in *Table 1*.

Table 1: Subject Lands Zoning and Land Use Designation

LOT/BLOCK	AREA	LAND USE DESIGNATION	EXISTING ZONING	PROPOSED ZONING
LOT 1	±1.19ha	Shoreline	Shoreline Residential Zone & Tourist Commercial Zone	Shoreline Residential Zone
LOT 2	±0.83ha	Shoreline	Shoreline Residential Zone & Tourist Commercial Zone	Shoreline Residential Zone
LOT 3	±0.52ha	Shoreline	Shoreline Residential Zone & Tourist Commercial Zone	Shoreline Residential Zone
LOT 4	±1.01ha	Shoreline	Shoreline Residential Zone & Tourist Commercial Zone	Shoreline Residential Zone
LOT 5	±0.72ha	Shoreline	Shoreline Residential Zone & Tourist Commercial Zone	Shoreline Residential Zone
LOT 6	±0.55ha	Shoreline	Tourist Commercial Zone	Shoreline Residential Zone
LOT 7	±0.64ha	Shoreline	Tourist Commercial Zone	Shoreline Residential Zone
LOT 8	±0.60ha	Shoreline	Shoreline Residential Zone	Same as Existing
LOT 9	±0.43ha	Shoreline	Shoreline Residential Zone	Same as Existing
LOT 10	±0.46ha	Shoreline	Shoreline Residential Zone	Same as Existing
LOT 11	±0.48ha	Shoreline	Shoreline Residential Zone	Same as Existing
LOT 12	±0.49ha	Shoreline	Shoreline Residential Zone	Same as Existing
LOT 13	±0.53ha	Shoreline	Shoreline Residential Zone	Same as Existing
LOT 14	±0.71ha	Shoreline	Shoreline Residential Zone	Same as Existing
LOT 15	±1.25ha	Shoreline	Shoreline Residential Zone	Same as Existing
ROAD A	±1.02ha & ±475.0m in length	Shoreline	Shoreline Residential Zone & Tourist Commercial Zone	Shoreline Residential Zone
ROAD B	±1.41ha & ±555m in length	Shoreline	Shoreline Residential Zone	Same as Existing
Retained Lands	±41.8ha	Shoreline & Rural	Shoreline Residential Zone & Tourist Commercial Zone & Rural Zone	Same as Existing
Travelled Portion of Monument Road	±1.6ha	Rural	Rural	Same as Existing

As part of the successful plan of subdivision application, the municipally maintained portion of Monument Road presently in private ownership would be transferred to the ownership of the Township of Billings.

No natural features or development constraints are identified on *Schedule D5* and *E* of the OP.

DRAFT PLAN OF SUBDIVISION
 LOT 22
 PART OF LOT 23
 TOWNSHIP OF BATHURST
 DISTRICT OF BRANT
 2022 11/03

THESE PLANS HAVE BEEN PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THEY ACCURATELY REPRESENT THE INFORMATION FURNISHED TO ME BY THE APPLICANT. I AM A MEMBER OF THE PROFESSION OF ENGINEERS AND GEODETISTS OF THE PROVINCE OF ONTARIO AND I AM NOT PROVIDING THESE PLANS AS A PROFESSIONAL SERVICE.

NO.	DESCRIPTION	DATE
1	PRELIMINARY PLAN	2022 11/03
2	FINAL PLAN	2022 11/03

NO.	DESCRIPTION	DATE
1	PRELIMINARY PLAN	2022 11/03
2	FINAL PLAN	2022 11/03

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1	PRELIMINARY PLAN	2022 11/03
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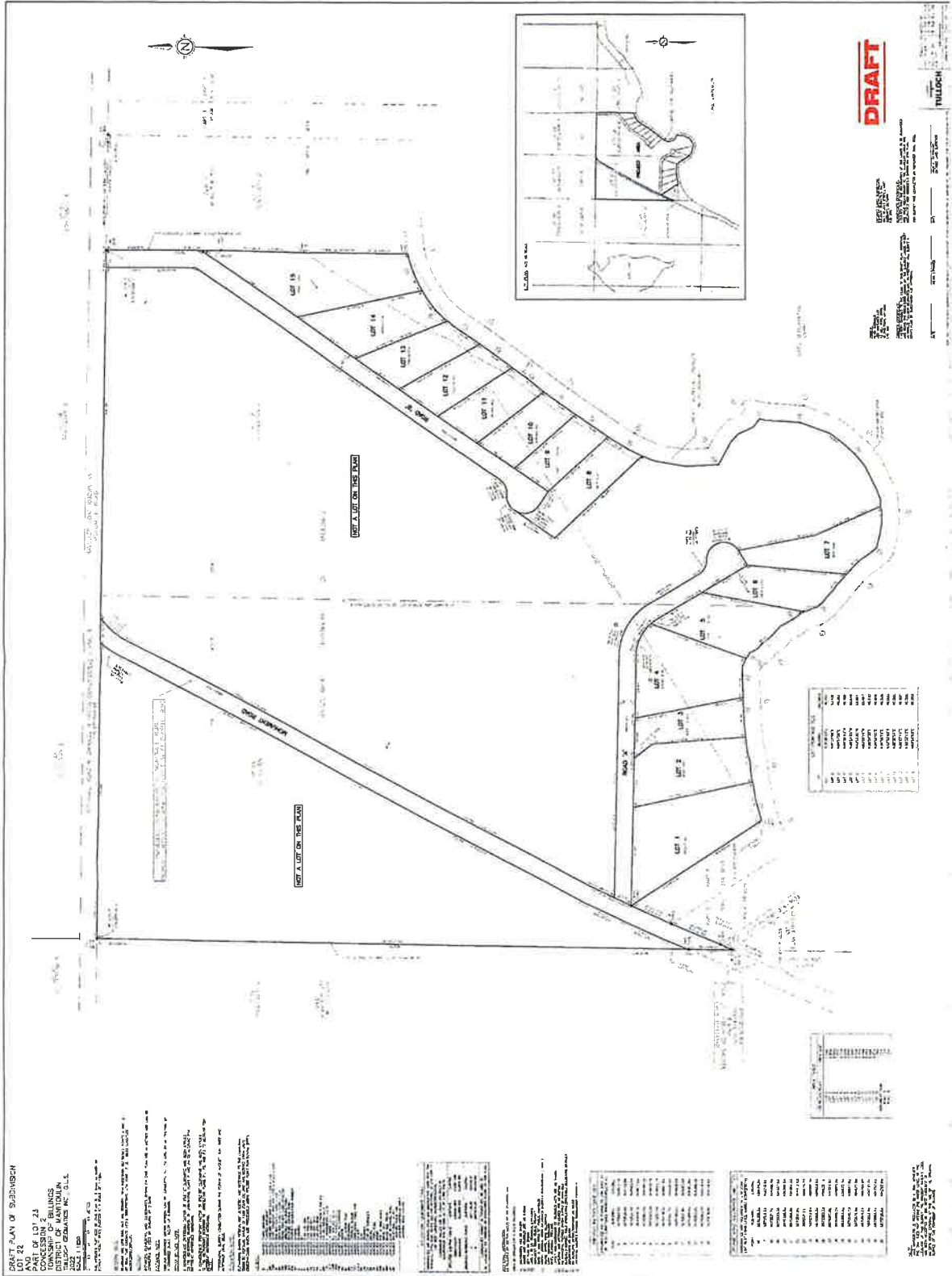


Figure 1: Conceptual Plan for Rezoning

3.0 SITE DESCRIPTION AND CONTEXT

SUBJECT LANDS

The subject parcel is in the Township of Billings and has a total combined area of approximately 47.0-hectares with approximately ± 428.4 -metres of frontage on Monument Road (See *Figure 2*). Monument Road is classified in Official Plan *Schedule C* as a 'Local Road'. Lands subject to subdivision are ± 12.84 -hectares.



Figure 2: Approximate Location of Subject Lands

The subject lands are presently occupied by Oakes Cottages and Trailer Park (732 Monument Road, Spring Bay). This property features a trailer park, 7 seasonal dwellings currently rented on a seasonal basis (proposed lots 1-7), a shower house, and a single detached with home office building. The property also features numerous accessory buildings and structures. The developed part of the Site currently has individual wells and the lake for water supply and individual septic systems for wastewater management. The undeveloped part of the Site proposed for new lot development (lots 8-15) currently have no water or wastewater servicing.

Shoreline areas have largely been cleared for the construction of the existing trailer park while areas closer to the Monument Road are undeveloped and cleared. Steep slopes and forested land are found adjacent to the property's Lake Mindemoya frontage.

SURROUNDING AREA

The Township of Billings occupies the north central portion of Manitoulin Island. It contains part of Lake Kagawong, Lake Manitou, Otter Lake and Lake Mindemoya, and its northern boundary is Lake Huron. The extensive lake frontage has resulted in significant residential distribution and a large number of seasonal residences.

The subject lands are located approximately 20.0-kilometres northwest of Mindemoya, 16.0-kilometres south of Kagawong and approximately 1.0-kilometre west/southwest of M'Chigeeng First Nation. The surrounding area is characterized by a mix of land uses and buildings including a trailer park (on retained lands), rural lands, and vacant open spaces use. Linear year-round and seasonal residential development can be found along Monument Road, John Street, Thistledown Lane, and Lakeshore Road with frontage on Lake Mindemoya.

Surrounding uses can be described as follows:

NORTH: Rural Lands, M'Chigeeng First Nation, Monument Road

EAST: Seasonal Residential, Lake Mindemoya

SOUTH: Seasonal Residential, Oakes Bay (Lake Mindemoya)

WEST: Oakes Lake, Rural Lands, Monument Road

4.0 SUPPORTING STUDIES/ REPORTS

As part of a complete application, numerous technical studies have been completed to address applicable policies of the *District of Manitoulin Official Plan* and the *2020 Provincial Policy Statement*. This section provides a summary of the findings of each study.

HYDROGEOLOGICAL STUDY

EXP Services Inc. was retained by JBR Ventures Inc. to complete a hydrogeological report for a proposed subdivision lot development at its property on Lake Mindemoya at 732 Monument Road, Billings Township, Ontario. EXP was also retained to complete a servicing options report to demonstrate that the potential for servicing the subdivision on full municipal services and communal sewage and water services has been investigated. The servicing options report discussed below recommended that individual on-site sewage systems and individual water supply were the preferred options for servicing this proposed subdivision.

The following recommendations are provided in the hydrogeological study:

- A minimum 15-metre clearance distance should be maintained between all septic fields and the shoreline of Lake Mindemoya, and septic beds should be placed as far from the lake shore and adjacent property boundaries as planning will allow.
- Lot owners who are considering water well installation should also consider nitrate treatment for their sewage system.
- If water wells are constructed at the Site as groundwater-source water supply, the wells should be completed in bedrock to a depth of at least 6.1-metre.
- The wells would need to be constructed per the specifications of Ontario Regulation 903.
- The water quality of Lake Mindemoya adjacent to the Site should be tested to assess its potential as a potable water source.
- If Lake Mindemoya is used as a potable water source, it is strongly recommended that lot owners install disinfection systems to treat microbes.
- If Lake Mindemoya is used as a potable water source, lot owners should consider installing treatment systems to remove metals.

SERVICING OPTIONS STATEMENT

EXP was retained to complete a servicing options statement for a proposed fifteen (15) waterfront lot subdivision on the northwest shoreline of Lake Mindemoya at 732 Monument Road, Billings Township, Ontario. The purpose of the servicing options statement is to demonstrate that the potential for servicing the Site on full municipal services and communal sewage and water services has been investigated.

Based on this investigation, the following conclusions are provided:

- The nearest municipal water and wastewater service is in the community of Kagawong, approximately 16 km (by road) north of the Site. The municipality of the Township of Billings has no current intention of increasing the capacity and extending municipal services beyond its current limits; as such, municipal water servicing for the Site is not considered to be a viable option.
- The municipal water and wastewater services of the community of Mindemoya are located approximately 20 km (over land) southeast of the Site. The municipality has no immediate plans to extend the services.
- A communal water supply may be obtained from a groundwater or surface water source. However, the Manitoulin District Official Plan (October 2018) explicitly does not permit, or discourages, the development of communal services in new developments. As such, communal water and wastewater servicing for the Site is not considered to be a viable option.
- Individual water supplies for each lot (from either groundwater or surface water) are a viable option for the Site.
- Individual sewage systems for each lot are considered to be a viable option for the Site.
- It is recommended that the Site be serviced by individual sewage systems and individual water supplies from either the underlying groundwater aquifer or Mindemoya Lake. Surface water will need to be treated before use as a potable source. Alternatively, bottled water could be imported as a potable source.

STAGE 1 AND 2 ARCHAEOLOGICAL ASSESSMENTS

P Julig Surveys was retained by Oakes Cottages and Resorts Ltd., to conduct a Stage 1 & 2 Archaeological Assessment of the property. Such study was not required by the Manitoulin Planning Board as part of a complete application and instead submission of such report would be made a condition of the Plan of Subdivision.

Archaeological work is presently ongoing.

5.0 POLICY OVERVIEW

The following section sets out the relevant planning policy framework to assess the appropriateness of the proposed applications in the context of Provincial and Municipal policies and regulations. It provides policies which are applicable to the proposed development and an analysis of how these policies align with the development.

PROVINCIAL POLICY STATEMENT

The *2020 Provincial Policy Statement (PPS)* provides high-level provincial policy direction for planning approval authorities in preparing municipal planning documents, and in making decisions on *Planning Act* applications. Municipal official plans must be consistent with the PPS. Policies applicable to the proposed zoning by-law amendment and draft plan of subdivision are outlined and discussed below.

PPS **Section 1.0** speaks to managing and directing land use to achieve efficient and resilient development and land use patterns. PPS **Section 1.1.1** states, in part:

1.1.1 *Healthy, liveable and safe communities are sustained by:*

a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;

Section 1.1.4 of the PPS outlines policies related to rural areas in municipalities. The following policies are relevant to the application:

1.1.4.1 *Healthy, integrated, and viable rural areas should be supported by:*

a) building upon rural character, and leveraging rural amenities and assets;

e) using rural infrastructure and public service facilities efficiently

g) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets

Section 1.1.5 of the PPS outlines policies related to rural lands in municipalities. The following policies are relevant to the application:

1.1.5.2 *On rural lands located in municipalities, permitted uses are:*

b) resource-based recreational uses (including recreational dwellings);

1.1.5.3 *Recreational, tourism and other economic opportunities should be promoted*

1.1.5.4 *Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted*

1.1.5.5 *Development shall be appropriate to the infrastructure, which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure.*

Section 1.6.6 of the PPS deals with sewage, water and stormwater, and states in part that:

1.6.6.1 *Planning for sewage and water services shall:*

b) ensure that these systems are provided in a manner that:

- 1. can be sustained by the water resources upon which such services rely;*
- 3. is feasible and financially viable over their lifecycle; and*
- 4. protects human health and safety, and the natural environment;*

1.6.6.4 *Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, individual on-site sewage services and individual on-site water services may be used for infilling and minor rounding out of existing development*

Section 1.7 provides policy direction for municipalities to achieve long-term economic prosperity. The following policies are relevant:

1.7.1 *Long-term economic prosperity should be supported by:*

- a) promoting opportunities for economic development and community investment-readiness;*
- c) optimizing the long-term availability and use of land, resources, infrastructure and public service facilities;*
- e) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;*
- h) providing opportunities for sustainable tourism development*

Section 2.2 of the PPS speaks to water. Specifically, it states that:

2.2.1 *Planning authorities shall protect, improve or restore the quality and quantity of water by:*

- d) identifying water resource systems consisting of ground water features, hydrologic functions, natural heritage features and areas, and surface water features including shoreline areas, which are necessary for the ecological and hydrological integrity of the watershed;*
- f) implementing necessary restrictions on development and site alteration to:*

1. protect all municipal drinking water supplies and designated vulnerable areas; and
2. protect, improve or restore vulnerable surface and ground water, sensitive surface water features and sensitive ground water features, and their hydrologic functions;

Section 2.6 provides policy direction for municipalities regarding cultural heritage and archaeology. The following policies are relevant:

- 2.6.1** *Significant built heritage resources and significant cultural heritage landscapes shall be conserved.*
- 2.6.2** *Development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.*
- 2.6.3** *Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.*
- 2.6.5** *Planning authorities shall engage with Indigenous communities and consider their interests when identifying, protecting, and managing cultural heritage and archaeological resources.*

PLANNING ANALYSIS

It is our opinion that the zoning by-law amendment and plan of subdivision application is consistent with the PPS. As outlined in the preamble to the PPS, the policy-led planning systems in Ontario seek to address the complex inter-relationships between the pillars that contribute to good land use planning. This includes promoting a range and mix of land uses, wise use of resources and infrastructure, long-term economic prosperity, and healthy, integrated and viable rural areas.

The application achieves the above by establishing a 15-lot subdivision that:

- Establishes resource-based residential uses which actively respond to the community's market-based needs (**Policy 1.1.1(a)**)
- Takes advantage of the unique rural and waterfront setting to create an attractive resource-based development and provides opportunities for sustainable and diversified tourism, which could include leveraging cultural and natural assets such as recreation, and promotion of Manitoulin's strong First Nation and Rural tourism economy (**Policy 1.1.4(a)(e)**)
- Builds upon the existing cottage character of Lake Mindemoya while leveraging the site's proximity to rural amenities and assets (**Policy 1.1.4(a)**)
- Facilitates lot creation that is recreational/resource-based and that is locally appropriate (**Policy 1.1.5.2**)

- Is compatible with the rural landscape of the neighbourhood as the surrounding area includes waterfront resource-based residential dwellings that have similar frontages and areas as those proposed **(Policy 1.1.5.2(b))**
- Maintains opportunities for tourism development in proximity to areas of recreation, shoreline areas, and natural heritage appreciation **(Policy 1.1.5.3)**
- Supports economic activity in a variety of ways, including supporting local businesses as new property owners may visit such businesses **(Policy 1.1.5.3)**
- Abuts an established cluster of resource-based recreational lots, provides a compatible lot fabric, and use that does not deviate from the established character of the area **(Policy 1.1.5.4)**
- The *Servicing Options Statement* and *Hydrogeological Study* determined that the subdivision development is feasible and can proceed in an appropriate manner as each lot will be of sufficient size to accommodate individual sewage systems and individual water supplies from either the underlying groundwater aquifer or Mindemoya Lake **(Policy 1.6.6.1)**
- Supports opportunities for economic development and community investment readiness through the development of 8 construction-ready lots, and 7 lots which have existing seasonal dwellings and the associated seasonal population growth, tourism sector development and increased municipal tax base these lots bring **(Policy 1.7.1(a)(h))**
- Efficiently uses underutilized lands directly adjacent to other seasonal recreational uses and uses the existing municipally maintained road network along Monument Road more effectively given the introduction of new users to such existing road infrastructure **(Policy 1.7.1(b)(c))**
- Integrates with existing assets, including natural features, as well as existing built form and rural character will not change significantly but the addition of 15-lots and their owners will further create a sense of place, whilst conserving and celebrating features that help define the areas character **(Policy 1.7.1(e))**
- The *Hydrogeological Study* was conducted to ensure the placement of private servicing will not interfere with the water resources on and abutting the property given proximity to a recognized water body—Lake Mindemoya. The hydrogeological report indicated *‘that the lakeshore capacity of Lake Mindemoya is not known, however, water quality monitoring in September 2020, May 2021 and September 2021 indicated total phosphorus levels were below the PWQO of 0.02 mg/L. The results support the MECP preliminary conclusion that there are no current issues with the lake that would oppose the proposed additional septic units on the Site’* **(Policy 2.2.1)**
- As part of conditional subdivision approval, a Stage 1 and 2 Archaeological Assessment will be submitted to demonstrate that the proposed subdivision development is outside any areas of archaeological significance and that any development will adhere to legislation related to the protection of archaeological resources **(Policy 2.6.3)**

GROWTH PLAN FOR NORTHERN ONTARIO

The *Growth Plan for Northern Ontario* (GPNO) is a 25-year plan that provides guidance in aligning provincial decisions and investment in Northern Ontario. It contains policies to guide decision-making surrounding growth that promotes economic prosperity, sound environmental stewardship, and strong, sustainable communities that offer northerners a high quality of life. It also recognizes that a holistic approach is needed to plan for growth in Northern Ontario.

Policies applicable to the applications are as follows:

- 3.4.3** *Municipalities are encouraged to support and promote healthy living by providing for communities with a diverse mix of land uses, a range and mix of employment and housing types, high-quality public open spaces, and easy access to local stores and services*

PLANNING ANALYSIS

It is this author's opinion that the zoning by-law amendment and plan of subdivision application is consistent with the GPNO. Although the GPNO is mainly an economic development plan it also features policies related to infrastructure investment, the labour market, land-use planning, and the interconnected contributions of people, communities, infrastructure and the environment to a successful and sustainable economy. This includes promoting healthy living by providing for communities with a diverse mix of land uses, a range and mix of employment and housing types, high-quality public open spaces, and easy access to local stores and services.

The application achieves the above by establishing a 15-lot subdivision that:

- Promotes the creation of 15-resource based recreational lots and thereby promotes a range of waterfront/camp/cottage style options (**Policy 3.4.3**)
- Places future and existing property owners in proximity to a plethora of recreational opportunities (including cultural heritage and resource-based amenities such as the Billings Connections Trail, and Bridal Veil Falls) through its central location as well as direct access to waterfront from the proposed lots (**Policy 3.4.3**)

DISTRICT OF MANITOULIN OFFICIAL PLAN

The *District of Manitoulin Official Plan* is the principal land use planning policy document for Manitoulin Island. The Official Plan contains policies adopted by the Manitoulin Planning Board to guide and manage a pattern of development over the life of the Plan. The goals and objectives of the *Manitoulin Planning Board Official Plan* that are applicable to the applications are included in *Table 2*.

Table 2: Goals of the Official Plan

OP GOAL	OBJECTIVES
Maintain and, if possible, increase water-oriented and other tourism, culture, and recreation uses over the long term while minimizing impacts on the environment.	<p>i. To encourage water-oriented tourism, culture, and recreation opportunities provided there are no adverse impacts on the environment.</p> <p>ii. To encourage public access to green spaces and water bodies through the retention of access by the municipalities.</p> <p>iii. To protect cultural heritage resources for the long term.</p> <p>v. To ensure that residents enjoy a community that fosters social interaction and healthy lifestyles for all ages.</p>
ii. To manage seasonal residential development so it will not be detrimental to the surrounding area and/or physical environment.	<p>vii. To ensure that the decision to permit additional seasonal residential development will take into account:</p> <p>viii. Present and future water quality and quantity;</p> <p>ix. the current use of the resource from both a public recreational use and as a drinking water source;</p> <p>x. the interests of the people, including the local residents and people who use the water body or who are affected by its use; and,</p>

The subject lands are designated 'Shoreline Area' and 'Rural Area' per *Schedule B5 Township of Billings Land Use* of the OP (See *Figure 3*).

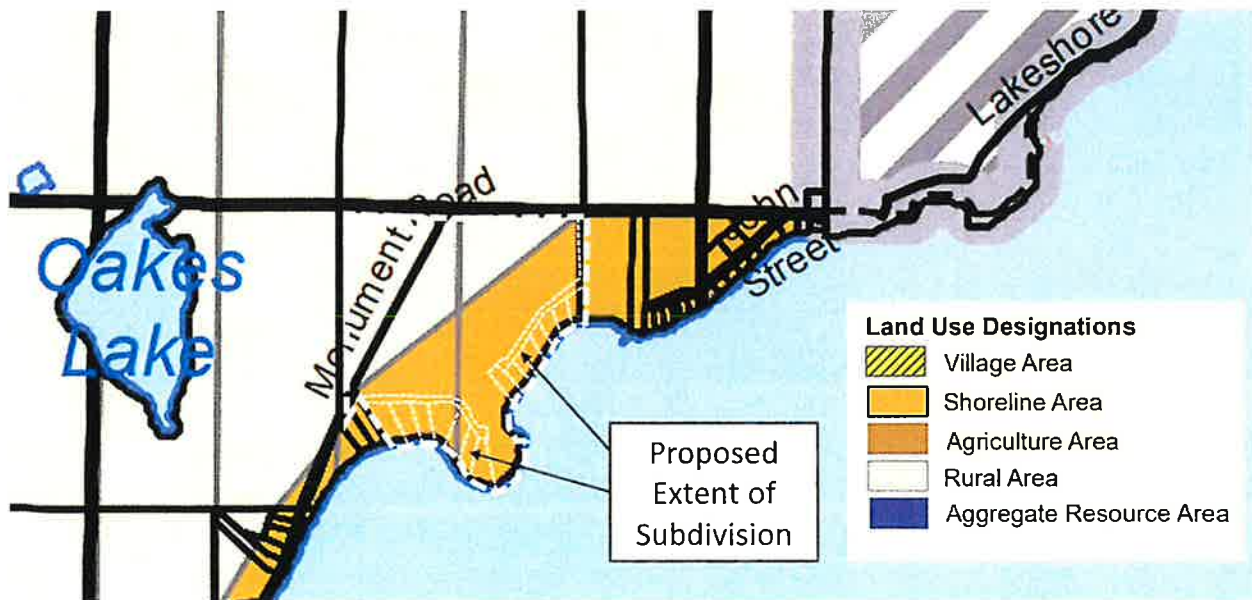


Figure 3: OP Schedule B5 Township of Billings Land Use

Per Section B.2.3 OP Shoreline Areas “*consist of concentrations of residences and recreational camps that have historically been developed along, or in proximity to, the Lake Huron shoreline and inland lakes. Shoreline Areas generally reflect the extent of the existing development patterns. Expansions to Shoreline Areas are not contemplated within the planning horizon; however, proposed expansions to Shoreline Areas may be considered through an Official Plan Amendment. Expansions to Shoreline Areas that promote strip development where it results in the fragmentation of Rural or Agriculture Areas will generally not be permitted*”.

As the portion of the property where the subdivision is proposed is designated ‘Shoreline Area’, the development would not be considered an expansion to the Shoreline Area, which would require an official plan amendment **(B.2.3.3)**.

Permitted uses in the Shoreline Areas include:

- ⊙ Single detached dwellings provided they can accommodate appropriate servicing systems and have access to a municipal road or has access to public docking facilities for water access lots only;
- ⊙ Home occupations associated with residential use;
- ⊙ Bed and breakfast establishments within a single detached residential dwelling, if all of the required parking is accommodated on the same lot, and subject to criteria in the Zoning By-law;
- ⊙ Small-scale commercial uses, such as neighbourhood convenience and personal service uses that serve the immediate area; and,
- ⊙ Uses accessory to any of the permitted uses in Shoreline Areas will be permitted.

Section B.2.3 of the OP speaks to general policies related to shoreline areas. The following policies apply to Shoreline Areas:

- B.2.3.1** *Locations of Shoreline Areas are illustrated on Schedule A. Shoreline Areas will accommodate predominately existing residential, commercial, recreational and open space, and related uses.*
- B.2.3.2** *Limited growth and development may be accommodated through appropriate infill, in accordance with the policies of Section E.2, and through the development of vacant lands in accordance with the following:*
- a.** *environmental policies of Section D are complied with; and*
- b.** *an appropriate servicing system is provided in accordance with policies of Section E.2.*
- B.2.3.4** *Development will be permitted in existing Shoreline Areas on private water and sewer services only if the site conditions are suitable for the long-term provision of such services, in accordance with Section E.2.*
- B.2.3.7** *Development within Shoreline Areas will be subject to servicing policies of Section E of this Plan.*

The Planning Board and municipalities recognize that there may be archaeological remains of pre-contact, First Nation, and historic habitation, or areas containing archaeological potential within the District. **Section B.5.2.5** deals with heritage resources. The following policies apply to archaeological resources:

- B.5.2.4.1** *Areas of archaeological potential be determined through the use of Provincial screening criteria, or criteria based on known archaeological records with the municipalities and developed by a licensed archaeologist.*
- B.5.2.4.2** *For a proposed development within an area of archaeological potential, an archaeological assessment, prepared by a licensed archaeologist, will be required prior to final planning approval, or as a condition of final planning approval. First Nations will be consulted on archaeological assessment reports prepared by licensed archaeologists and will be in compliance with guidelines set out by the Province, as well as licensing requirements developed under the Ontario Heritage Act.*
- B.5.2.4.3** *Where archaeological resources are identified, the Planning Board and municipalities recognize that there may be a need for archaeological preservation in situ or rescue excavation of significant archaeological resources as a result of development proposals. The Planning Board and municipalities may consider archaeological preservation in situ, in consultation with a licensed archaeologist, to ensure that the integrity of the resource is maintained. The Planning Board and municipalities may also maintain the integrity of archaeological resources by enacting a Zoning By-law, under Section 34(1) 3.3 of the Planning Act to prohibit incompatible land uses and/or the erection of buildings or structures on land that is a site of a significant archaeological resource.*
- B.5.2.4.5** *The Planning Board and municipalities will ensure adequate archaeological assessment and consult First Nations and appropriate government agencies, including the Province, when an identified, marked or unmarked cemetery is impacted by development. The provisions of the Ontario Heritage Act and the Cemeteries Act will apply*
- B.5.2.5.1** *In considering applications for waterfront development, the Planning Board and municipalities will ensure that cultural heritage resources, both on shore and in the water, within their jurisdiction are not adversely affected. When necessary, the Planning Board and municipalities will require appropriate archaeological assessments (land and/or marine) and satisfactory measures to mitigate any negative impacts on significant cultural heritage resources. The Planning Board and municipalities will consult with the Province, Department of Fisheries and Oceans, and appropriate agencies to determine the requirement for archaeological assessments for development applications that may impact archaeological resources outside of municipal jurisdiction.*

Section C.3 speaks to specific land use policies regarding shoreline areas and states in part:

- C.3.2.1** *Servicing within Shoreline Areas is dependent upon the particular Shoreline Area and will be subject to the policies of Section E.*

- C.3.2.5** *Residential development will only be permitted on lots where there is sufficient land to accommodate appropriate servicing systems in accordance with Section E of this Plan. Land requirements will only include lands located outside the Natural Heritage Features and Areas and hazard land areas, in accordance with Section D of this Plan.*

The following policies apply to all in-land Lakes:

- D.1.1.3** *Development adjacent to a waterbody shall not cause the water quality to exceed the Provincial Water Quality Objectives for phosphorous as set out by the Ministry of Environment and Climate Change, or exceed the dissolved oxygen criterion for protection of lake trout habitat as set out by MNRF on designated lake trout lakes. Lake Manitou is considered at capacity and there may be other lakes where water quality is a concern. The water quality status of lakes may change as new information becomes available. It will be the responsibility of the property owners, including proponents of development proposals, to ensure that they are aware of the current water quality status of a lake at all times and in particular prior to submitting a planning application involving adjacent lands.*

Section E.2 of the OP details policies related to water and sewage systems. The following policies apply to Private Water and Sewage Services:

- E.2.3.1** *The primary means of sewage disposal outside of the existing servicing limits is the septic tank and weeping tile system. It is anticipated that private sewage disposal systems will continue to be the principal means of sewage disposal. The installation of septic systems with a daily flow of up to 10,000 litres is subject to the approval of the Sudbury and District Health Unit whereas systems with a daily flow exceeding 10,000 litres are subject to the approval of the Province.*
- E.2.3.3** *As a result of evolving technology in the field of private sewage disposal systems, the Planning Board and municipalities do not wish to limit the types of sewage systems that may be considered. However, the Planning Board and municipalities must be satisfied that any proposed sewage disposal system has the approval of the Sudbury and District Health Unit and/or the Province and that sufficient data exists, relevant to the District, to indicate that the system will operate properly for the long term, without any negative impact on the natural environment.*
- E.2.3.6** *Potable water for new development will be provided in accordance with the Province's guidelines.*
- E.2.3.8** *Any lot affected by an application for consent or plan of subdivision will conform to minimum frontage and area requirements of the Zoning By-law and be sized such that there is sufficient area for attenuation of nitrates, space for a building envelope, sewage envelope, sewage system contingency area, and potable water supply in accordance with the Provincial guidelines.*

PLANNING ANALYSIS

It is this author's opinion that the zoning by-law amendment and plan of subdivision application is consistent with the intent of the *District of Manitoulin Official Plan*. OP policies are drafted to promote the orderly growth and development in the District of Manitoulin through the logical, efficient and cost-effective distribution of land uses and deployment of infrastructure that will safeguard the health, convenience and economic well-being of residents, businesses, and visitors.

Its goals guiding future growth and land use planning include maintaining and, if possible, increase water-oriented and other tourism, culture, and recreation uses over the long term while minimizing impacts on the environment, providing for a variety and choice of housing types and tenures, recognizing the existing development patterns, the need to preserve agricultural lands and areas of environmental sensitivity, and to manage seasonal residential development so it will not be detrimental to the surrounding area and/or physical environment.

The application achieves the above and is consistent with OP policy given that:

- ④ The existing lakeshore/rural character of Shoreline Areas will be recognized and maintained given that lands within Shoreline Areas consist of predominately low-density residential dwellings and recreation dwellings abutting inland lakes, Lake Huron, or watercourses (**Policy B.2.3.1**)
- ④ The lands abut an established cluster of resource-based recreational lots, provides a compatible lot fabric that does not deviate from the established character of the area, and the necessary infrastructure (**Policy B.2.3.2**)
- ④ The area where development is proposed is presently designated Shoreline and no expansion to the Shoreline Areas is required as the OP desires infill development such as the proposed in these areas (**Policy B.2.3.3.**)
- ④ The lots will be serviced via individual sewage systems and individual water supplies from either the underlying groundwater aquifer or Mindemoya Lake given that no municipal water and sewer infrastructure are in proximity to the subject lands and communal servicing is uneconomical on rural lots such as these (**Policy B.2.3.4**)
- ④ A Stage 1 and 2 Archaeological Assessment will be made a condition of the Plan of Subdivision to evaluate the site for archaeological resources (**Policy B.5.2.4.1-B.2.5.1**)
- ④ The *Servicing Options Statement* and *Hydrogeological Study* determined that each lot will be of sufficient size and that such lots 'can be serviced by individual sewage systems and individual water supplies from either the underlying groundwater aquifer or Mindemoya Lake' (**Policy -D.1.1.3, E.2.3.1-E.2.3.8**)
- ④ The hydrogeological study recommended that a 'minimum 15.0-metre clearance distance should be maintained between all septic fields and the shoreline of Lake Mindemoya, and septic beds should be place as far from the lake shore and adjacent property boundaries as planning well allow'. The development proposes to follow the above recommendation as well as any setback requirements for all location of septic systems. All existing individual septic systems adhere to the 15.0-metre setback recommendation. (**Policy D.1.1.3, E.2.3.1-E.2.3.8**)

TOWNSHIP OF BILLINGS ZONING BY-LAW 2022-57

As discussed, the subject property is split zoned 'Shoreline Residential', 'Tourist Commercial' and 'Rural' in the Township of Billings Zoning By-Law 2022-57 (See Figure 4).

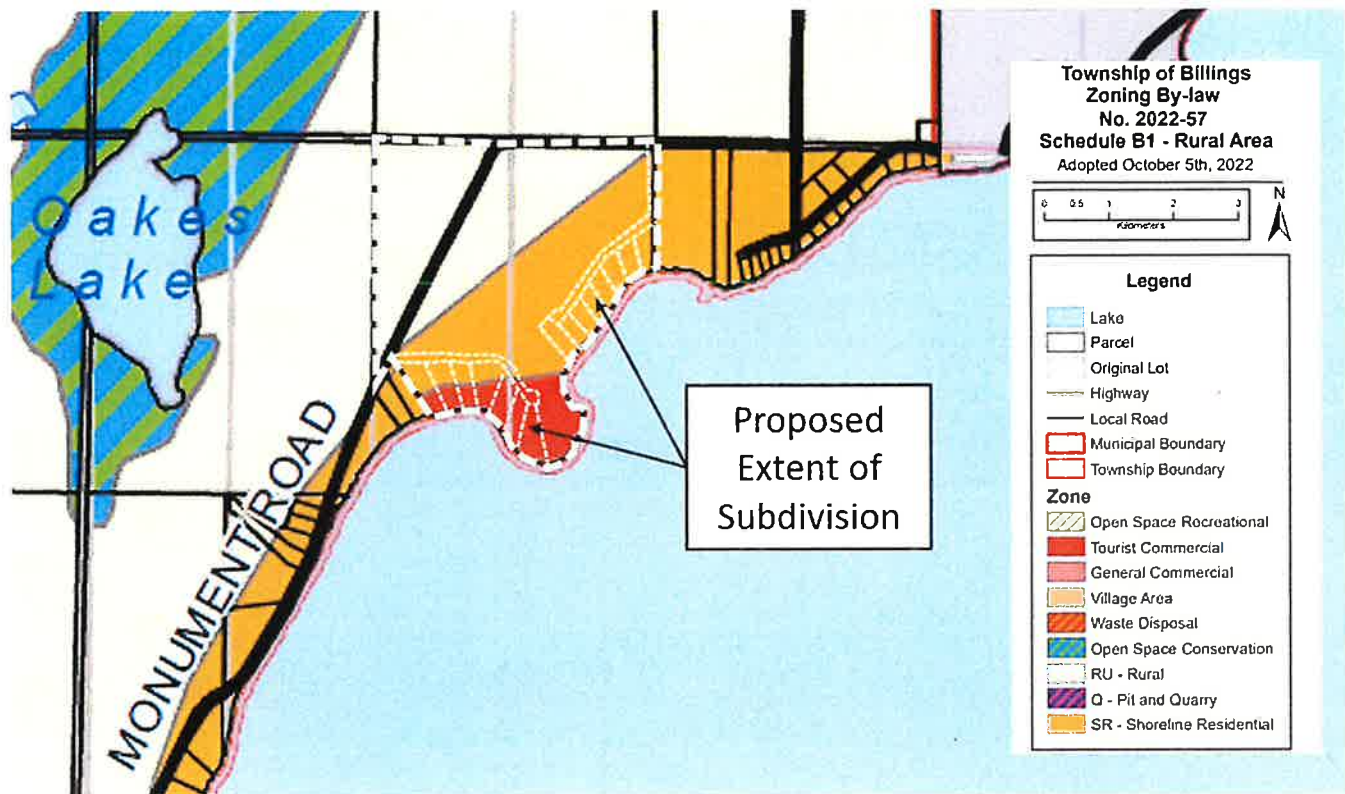


Figure 4: Existing Zoning Map

To facilitate the development, proposed lots 1-7 and Road A are proposed to be rezoned to 'Shoreline Residential', proposed lots 8-15 and Road B are already zoned 'Shoreline Residential' and are proposed to retain their present zoning. The 'Shoreline Residential Zone' requirements for recreational dwellings is identified in Table 3. All remaining lands are to retain their existing zoning.

Table 3: Zoning Table

SHORELINE RESIDENTIAL ZONE	REQUIREMENT FOR RECREATION
Min Lot Area	4046m ²
Minimum Frontage	45.5m
Seasonal Dwelling Parking	2-spaces per dwelling

All proposed lots will meet the minimum lot area and frontage requirements per the 'Shoreline Residential Zone' however, given the existing seasonal dwellings on lands proposed for lots 1-7, the proposed lots will not meet existing shoreline setbacks per 4.26.1 of the Zoning By-Law. Schedule A provides the resultant setbacks for each proposed lot cognizant of the existing seasonal dwellings.

Given *Schedule A* relief is requested to only recognize the location of these existing seasonal dwellings which are as follows:

- **Lot 1:** To permit the existing seasonal dwellings shoreline setback of 12.1-metres where 30.0-metres is required;
- **Lot 2:** To permit the existing seasonal dwellings shoreline setback of 14.1-metres where 30.0-metres is required;
- **Lot 3:** To permit the existing seasonal dwellings shoreline setback of 8.46-metres where 30.0-metres is required;
- **Lot 4:** To permit the existing seasonal dwellings shoreline setback of 0.0-metres where 30.0-metres is required;
- **Lot 5:** To permit the existing seasonal dwellings shoreline setback of 0.0-metres where 30.0-metres is required;
- **Lot 6:** To permit the existing seasonal dwellings shoreline setback of 0.0-metres where 30.0-metres is required; and,
- **Lot 7:** To permit the existing seasonal dwellings shoreline setback of 0.0-metres where 30.0-metres is required.

Given that no structures exist on proposed lots 8-15 all new development would be required to comply with setbacks required in the shoreline residential zone or obtain necessary planning approvals for reliefs.

6.0 CONCLUSION

The subject zoning by-law amendment and plan of subdivision application will facilitate the appropriate and context sensitive development of fifteen (15) seasonal dwelling lots along Lake Mindemoya. The proposed development will round out the existing cluster of development along the waterfront and provides a lot fabric which will compliment the established character of the area. Further, the development is appropriate for the services and infrastructure in the area, can accommodate the proposed private services, and introduces a land use that is compatible with the surrounding rural lands.

Given the analysis provided herein, it is the author's opinion that the subject Zoning By-law Amendment and Plan of Subdivision is consistent with the 2020 PPS, does not conflict with the *Growth Plan for Northern Ontario*, and conforms to the intent of the *District of Manitoulin Official Plan*. Given such overall conformity and the Author's own analysis, the application represents good planning.

Respectfully submitted,

Prepared By:



Vanessa Smith, M.Pl., RPP
Project Manager | Land Use Planner

Reviewed By:



Kevin Jarus, M.Pl., RPP
Project Manager | Senior Planner

April 4, 2024

Emily Dance, CAO/Clerk
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P0P 1J0

Tel: (705) 282-2611 ext. 223

Email: cao@billingswp.ca

**Subject: Proposed Residential Subdivision,
Lot 22, and Part of Lot 23, Concession 2,
Township of Billings**
O/Ref.: 13010

Dear Ms. Dance:

COBIDE Engineering Inc. has been retained by The Township of Billings to complete a review of the supporting materials submitted for a Draft Plan of Subdivision and a Zoning By-law Amendment to be located at Lot 22, and Part of Lot 23, Concession 2, Township of Billings. The applications would facilitate the creation of 15 new lots to front onto a new private road and have frontage onto Lake Mindemoya. Each of the proposed 15 lots are intended to be developed for seasonal dwellings/ resource-based recreation dwellings.

As part of this submission, the following has been reviewed by COBIDE Engineering Inc. and its sub-consultants:

1. Planning Justification Report, prepared by Tulloch and dated October, 2023
2. Servicing Options Report, prepared by EXP Services Inc. (EXP) and dated 2022-05-27
3. Draft Plan of Subdivision, prepared by Tulloch Geomatics Inc, dated March 17, 2023
4. Hydrogeological Report, prepared by exp and dated 2022-10-03

1. INTRODUCTION

1.1 The Review Team

COBIDE Engineering is thankful for the opportunity to assist the Township of Billings. The following professionals reviewed the submission:

Dana Kieffer, M.Sc. (Planning), MCIP, RPP, Senior Development Planner with COBIDE Engineering Inc. reviewed the Planning Justification Report and the Draft Plan of Subdivision included in the submission.

Stephen Cobean, P.Eng., Partner in COBIDE Engineering Inc. reviewed the Servicing Options Report, on-site sewage system assessment that was contained in the Hydrogeological Report and the Draft Plan of Subdivision included in the submission.

Gary Hendy, P.Eng, owner of GAMAN Consultants Inc. reviewed the private well water supply assessment that was contained in the Hydrogeological Report.

1.2 Our Understanding of the Applications

The application would facilitate the creation of 15 lots and two seasonally maintained roads fronting Lake Mindemoya. Each lot is proposed to be 0.43 ha or more and be serviced by private sewage systems and private wells, serviced by either the underlying groundwater aquifer or a shore well. Lots 1-7 are asking for site-specific reductions for existing buildings.

The lands are presently occupied by Oakes Cottages and Trailer Park, which features a trailer park, seven (7) season dwellings, a shower house and a single detached home with home office building. The servicing for the present site is supplied by shore wells or individual wells and individual septic systems. The proposed new development of the site, being lots 8-15, currently has no servicing.

2. PLANNING REVIEW

The subject lands are presently designated Shoreline Area and Rural Area in the District of Manitoulin Official Plan. The lands are zoned Shoreline Residential, Tourist Commercial and Rural in the Township of Billings Comprehensive Zoning By-law.

The proposal requests a portion of the lands to be re-zoned from Tourist Commercial to Shoreline Residential.

2.1 District of Manitoulin Official Plan (DMOP) Review

Section Number	Policy Text	Further Information Required
C.3.1.1	A single detached dwelling unit will be permitted provided it has the ability to accommodate appropriate servicing systems and has access to a municipal road or has access to public docking facilities for water access lots only.	It is recommended the proponent submit a lot plotting plan (ie. outline of the building envelope, septic envelope and location of private drinking water wells) for each proposed lot. This should outline existing infrastructure and cottages that are proposed to remain on lots 1-7. The grade changes on Lots 11-15 may make siting the building and required servicing infrastructure challenging.
C.3.2.5	Residential development will only be permitted on lots where there is sufficient land to accommodate appropriate servicing systems in accordance with Section E of this Plan. Land requirements will only include lands located outside the Natural Heritage Features and Areas and hazard land areas, in accordance with Section D of this Plan	Clarification should be provided on whether the existing septic beds are proposed to remain and their setbacks to the proposed property lines. The Ontario Building Code requires septic beds to be located 3 m from property lines and 5 m from structures.
D.9.2.3-5	The stable top of the bank will be determined by a qualified Professional, in consultation with the Planning Board and the Province.	The topographical information provided on the Draft Plan of Subdivision indicates significant grade changes and a ridge. It is recommended that a slope stability study be undertaken for the area. More information should be provided by a qualified expert about the required

	<p>The required setback will reflect the degree, severity and extent of the hazard.</p> <p>The erosion hazard (slope setback) will be determined using an allowance for slope stability, an erosion allowance based upon the 100-year erosion rate, and an erosion protection allowance.</p>	<p>setbacks to ensure a safe building envelope for construction of a seasonal/recreational dwelling, particularly on the eastern side of the development.</p>
E.1.1.4.7	<p>Private Roads may be assumed by the municipality once they have been upgraded to an accepted municipal standard. However the local municipality is not obligated to assume any road even if it has been brought up to an acceptable municipal standard. The municipality will not be responsible for upgrading Private Roads</p>	<p>The applications are predicated on the Township assuming ownership and continuing maintenance of Monument Road. It is recommended that the Township review the present condition of the road and make any required upgrades to municipal standards a Condition of Draft Approval.</p>
F.4.4.1	<p>All lots within a plan of subdivision will either have frontage on a public road maintained on a year round basis, constructed to an acceptable municipal standard or in the case of water access lots, appropriate facilities, to the satisfaction of the Planning Board, are available for car parking and docking exclusively for the proposed water access lots. Plans of condominium will have access to a public road maintained on a year round basis; however, it is recognized that development within the condominium plan may occur on private roads.</p>	<p>While Section E1.1.4.3 permits development on Private Roads outside of urban settlement areas, the subdivision policies of F.4.4.1 require new lots created in a Plan of Subdivision to locate on public road. Generally, the DMOP indicates a preference for municipal roads over private roads on a go-forward basis for new development. A 20 m road allowance is currently provided on the Draft Plan, consistent with the requirements for a municipal road. More information should be provided on why a municipal road is not the preferred approach in this location and further, why two cul-de-sacs rather than a through road are being contemplated.</p>

2.2 Township of Billings Comprehensive Zoning By-law

2.2.1 Zone Provisions

The Planning Justification Report has applied the "Recreation Use" zone provisions. Recreational Uses permit: playground, public beach, public boat launching area and public dock facility. From the understanding we have of the application, the applications would facilitate the construction of "seasonal dwellings, where road is not maintained year-round" as permitted in the Residential Uses section of the Shoreline Residential Zone in the Comprehensive Zoning By-Law.

As such, the Residential Uses provisions should be applied.

2.2.2 Additional Relief Required

It would be helpful if a zoning matrix was provided how Lots 1-15 and the existing buildings located on that lot (if appropriate) meet the Residential Use zone provisions in the Shoreline Residential (SR) Zone.

A zoning matrix will be helpful in determining if any further additional relief is required, particularly for the existing buildings, the following is noted:

1. Lot 7 will require a frontage reduction from 45.5 m to 20.11 m.
2. Lot 4 identifies a “barn” as an existing structure. If this structure houses livestock, Minimum Distance Separation (MDS I) may need to be considered or else a Condition of Draft Plan Approval to include the removal of the barn or limitation on the livestock permitted moving forward be included in the Zoning By-law Amendment.
3. Information should be supplied on how the retained lands meet the Zoning By-law.

2.2.3 Existing Buildings That Do Not Meet the Setbacks

The Draft Plan of Subdivision indicates several structures on the subject lands and it is unclear which buildings are proposed to be remain and which are proposed to be removed. A removals plan that indicates what buildings and infrastructure are to be removed and what buildings and infrastructure are to remain would be helpful to better interpret the zoning by-law relief that is required.

Zoning relief has been requested for several existing buildings on the subject lands. The supplied information has not commented on the legality of these existing buildings. It is recommended that further information, preferably in the form of the legal opinion, is provided to confirm the buildings are legal non-complying.

Further, it is noted that several buildings cross onto and occupy portions of the Shore Road Allowance. Under the Limitations Act it is not possible for persons to obtain prescriptive rights or “squatters rights” against road allowances, even those that are unopened. In order to rectify this existing situation, it is recommended that the Municipality require that the buildings are removed, the shore road allowance is purchased, or an encroachment agreement is registered. **It is not recommended that the encroachments are legalized through the Zoning By-Law Amendment as proposed.** On this matter, it is our recommendation that the Township seek legal advice on how to proceed.

2.3 Draft Plan of Subdivision

It is noted that a signature block was not provided for the Draft Plan Approval on the Draft Plan. Every Township and Planning Authority is slightly different, so we are unsure if that is required by the District of Manitoulin Planning Board.

It would be a preference that the Area Table provided on the Draft Plan be updated to include frontage of each lot.

2.4 Planning Conclusions

In conclusion, it is our recommendation that further planning analysis be provided that addresses:

1. A conceptual lot plotting plan showing future and existing dwellings on each new lot and how each lot plans to accommodate the required septic system and well, meeting the setbacks required in both the Zoning By-law and the Ontario Building Code. Please include dimensions.
2. Confirmation, preferably in the form of a legal opinion, that the buildings proposed to remain are Legal Non-Complying.
3. A Slope Stability Study outlining the required setbacks from top of bank.

4. The DMOP indicates a preference for municipal roads on a go-forward basis for new development. Please provide more information why private roads are the preferred approach despite there being sufficient room on the subject lands for a municipal road. Also, why the private roads are proposed to terminate in cul-de-sacs rather than connect, which would make maintenance significantly easier.
5. A Zoning Matrix applying the Residential Uses provisions in the Shoreline Residential (SR) Zone for Lots 1-15.
6. MDS I information, if appropriate

3. ON-SITE SEWAGE SYSTEM IMPACT (D-5-4)

To support the use of individual on-site sewage systems in the development, EXP has used the Ministry of the Environment, Conservation and Parks (MECP) D-5-4 guideline to assess the impacts of these systems on the groundwater aquifer. This is the appropriate guideline to use for developments serviced with individual sewage systems in Ontario.

The following peer review comments have reviewed the findings of the sewage impact assessment with the general requirements of the D-5-4 guideline.

1. Figure 1 attached to the hydrogeological study appears to be different than the current Draft Plan of Subdivision. The study should be updated to reflect the most recent Draft Plan.
2. It does not appear that the consultant completed a geotechnical investigation at the site to determine the type of native soils, overburden thickness, depth to bedrock, depth to shallow groundwater table, etc. to support the nitrate impact assessment. It is recommended that a geotechnical investigation be completed to confirm the site's soil characteristics.
3. The nitrate-nitrogen concentration of the sewage effluent that was used in the nitrate assessment was not specified in the study. The consultant should confirm if a nitrate loading of 40 grams/lot/day per residential dwelling was used in the assessment.
4. The nitrate assessment used a sewage flow of 1,600 L/lot/day. The D-5-4 guideline requires the sewage flow used in the assessment to not exceed 1,000 L/day/lot. The consultant should update the impact assessment using 1,000 L/day/lot.
5. The assessment assumes that the entire moisture surplus is available for infiltration however, the assessment also indicates that the native soils on the site may be low-permeability. A review of the topography of the site also indicates that there are steep slopes on the northeast portion of the site. Therefore, the assumption that all of the surplus moisture is available for infiltration in our opinion is not valid. We suggest that the MECP's *Hydrogeological Technical Information Requirements for Land Development Applications* be referenced to establish the infiltration factors for the site. These factors should be supported by the geotechnical investigation that is recommended above.
6. The consultant should provide justification for using the entire 9.37 ha in the assessment. If the surface water from the new subdivision roads is to be collected in ditches and discharged directly into the lake, can this water and the associated land from which it drains from, be used in the nitrate assessment?
7. The assessment should be updated to use the background nitrate-nitrogen concentration of the shallow groundwater rather than the nitrate-nitrogen concentration of the infiltrating precipitation.

8. Similar to the nitrate assessment, the phosphorus and un-ionized ammonia impact assessment on Lake Mindemoya should be based on 1,000 L/day/lot rather than 1,600 L/day/lot. The same infiltration factors that are described above should also be used for impact assessment of phosphorus and un-ionized ammonia.
9. The hydrogeological study refers to a letter report that EXP prepared for the MECP in October 12, 2021 describing the results of the water quality sampling that they completed on Lake Mindemoya. We would ask that a copy of this report be forwarded to our office for review.
10. Additional discussion is required from EXP regarding the discharge of phosphorus impacted sewage effluent from the proposed development on the quality of water in Lake Mindemoya. We suggest EXP follow-up with the MECP to confirm acceptance of the current development layout since the MECP correspondence referenced in the hydrogeological report is from 2021 and 2020. Have the results of the 2021 water quality study that was completed on Lake Mindemoya been reviewed by the MECP?

4. PRIVATE WELL WATER SUPPLY ASSESSMENT (D-5-5)

To support the use of private wells in the proposed subdivision, EXP prepared a water supply assessment to address the requirements of the MECP's D-5-5 guidelines. This is the appropriate guideline to use for developments serviced with individual wells in Ontario. Our review comments compared the water supply assessment's findings with the general requirements of the D-5-5 guideline.

Section 6.2 of the report states that there is little information from the water well record database about the availability of groundwater beneath the site for water supply other than wells that have been drilled within a bedrock aquifer have little to no overburden.

The MECP's D-5-5 guideline provides a comprehensive list of requirements that a hydrogeological study needs to address. Our review of the consultant's assessment shows there is a need to complete a detailed site investigation before continuing with a comprehensive Peer Review of their assessment. For guidance, we are providing the following high-level comments to assist in the preparing the scope of work for the site work. It is the responsibility of the developer's hydrogeologist to prepare a work plan that addresses these requirements.

The following peer review comments pertain to the MECP's D-5-5 guideline.

1. Proposed developments with less than 15 ha of land require a minimum of 3 test wells to be drilled and tested for at least 6 hours. No wells were drilled for this report.
2. There are no details about the daily water demands for each lot using the criteria presented in the Guideline.
3. The wells need to be disinfected and two sets of microbiology and chemical analyses need to be collected for each well during the test.
4. The hydrogeologist needs to develop a set of test parameters based on local conditions.
5. There is no off-site sample(s) of groundwater and no off-site water well survey.
6. There is no assessment of groundwater interference.
7. There is no understanding of the suitability of this water for consumption and/or the need for treatment.
8. Though there is reference to using the lake as a source of supply, it is not clear if these are seasonal or year-round dwellings.

9. How would a service water line extend from the lake across the public shore road allowance if a water well cannot be developed for the proposed lots?
10. There is no understanding of how wells and sewage systems will be sited to eliminate the risk of cross contamination within this potentially hydrogeologically sensitive area.
11. The consultant needs to address hydrogeologic sensitivity according to the guideline before development should be considered on these lands.

The developer is encouraged to review the requirements of the MECP's D-5-5 guidelines and develop a work program to address them. The comments provided above are intended to assist the proponents with some of the high-level concerns and should be relied upon as the scope of work going forward.

5. SERVICING OPTIONS STATEMENT

A Servicing Options Statement was completed to evaluate the potential water and sewage servicing options for the proposed subdivision.

The preferred servicing option is to provide individual water supplies (from either groundwater or surface water) and individual sewage systems for each lot. It has been noted that should surface water be obtained from the lake, there may be a need to treat the water before use as potable water. Alternatively, could be imported as a possible source.

Provided that the updated water supply and sewage servicing impact assessments can show that individual water supply and sewage systems can be accommodated in the proposed development, the Servicing Options Statement is considered satisfactory.

6. STORMWATER MANAGEMENT

A preliminary stormwater management report has not been submitted to support the proposed subdivision development. We recommend that a preliminary report be prepared that provides details of how surface water runoff, especially from the proposed roads, will be discharged into Lake Mindemoya.

The report shall also address the quality of stormwater and provide details of mitigative measures to be implemented to reduce the impact of increased sediment loading and other pollutants on Lake Mindemoya.

The MECP's *Stormwater Management Planning and Design Manual, March 2003* shall be referenced in the preparation of this report.

We thank you for the opportunity to peer review the supporting materials that were submitted for the Draft Plan of Subdivision and Zoning By-law Amendment application for the property located at Lot 22, and Part of Lot 23, Concession 2, in the Township of Billings.

We look forward to receiving the developer's response to our comments.

Yours truly,



Stephen J. Cobean, P.Eng., FEC
Director



Dana Kieffer, M.Sc. (Planning), MCIP, RPP
Senior Development Planner



COUNCIL REPORT

Department: Treasury

Date: April 16, 2024

Report Number: TR-2024-04-07

File: M. Watson Delegation April 2, 2024

Attachments: January 16, 2023, Auditor Opinion Correspondence

Recommendation:

THAT the Township of Billings Council hereby receives for Information Report TR-2024-04-07.

Background:

The Township of Billings Council received a delegation from Moray Watson on April 2, 2024 related to the 2024 Township of Billings Budget, the Kagawong Water System and the Water System Financial Plan. The delegation also spoke to items not included in the original submission and subsequently emailed them to be included as information on tonight's agenda package. This report will serve to provide information and clarification on both.

Discussion:

Due to the nature of the correspondence, the information was provided to the Township Municipal Solicitor and the Municipal Auditor for review and comment.

Legal Comment

The Municipal Solicitor recommended that the assertion of specific errors, omissions and deficiencies being alleged by the delegate in the current budget's treatment of the water system could be reviewed by the Municipal Auditor and responsible municipal staff for their review and comment.

Various policy considerations surrounding the future operation of the system or changes to the Water System Financial Plan 2021-27 could be provided to the Ad Hoc Committee currently being established for consideration under the proposed Committee's new mandate commencing later this year.

Auditor Comments

Upon review, the Municipal Auditor stated they stand by their opinion and audited financial statements as submitted in the 2022 Audited Financial Statement. (attached) There will be no amendments to the audited financial statements.

Reserve, Reserve Fund, Bank Account

Reserve means an allocation from net revenue at the discretion of council, after the provision for all known expenditures, as part of an overall strategy for funding programs or projects as set out in annual budget or budget forecast and is authorized under the provisions set out in the Municipal Act. Reserves have no reference to a specific asset, do not earn interest, do not require segregation and may be established for a pre-determined purpose.



Reserve fund means a fund with assets that are segregated and restricted to meet the purpose of the reserve fund. It is based on a statutory requirement or defined liability payable in the future and is usually prescriptive as to the basis for collection and use of monies in the fund. All interest earnings derived from reserve fund assets must remain and accumulate in that reserve fund. There are two types of reserve funds: obligatory and discretionary.

Water System Financial Plan 2021-2027

As per the Water System Financial Plan any year-end surplus would be transferred to the water capital bank account at the end of the year. For clarity a transfer to a bank account is not a transfer to a “reserve”, or “reserve fund” the water bank account is simply the place where the funds are sitting. All water funds are still accounted for in the Township’s general reserves, included in the yearly audit and are ear marked for water only.

Described in more detail below, the Municipal Owned Water System Policy – Ad Hoc Committee, will consider if a “water capital reserve” should be established. Should Council wish to amend the water system financial plan to change the transfer of surplus funds from a separate bank account to a “reserve fund”, Council will be required to pass a motion to that effect. Further, Council will then need to pass a motion each subsequent year to transfer and surplus or, alternatively, withdraw funds from the reserve fund.”

In response to the timing of the transfer to the water bank account, Council is aware, the Township was not at full staff compliment in 2023, the Township was without a Treasurer for the majority of the year. As a result, the 2022 audit was delayed and was not completed until late December 2023. The adjusting entries for both 2022 and 2023 have recently been performed and the transfer of the surplus (with interest) into the “water bank account” is now complete.

Water System Bank Account

Year	Amount deposited	Balance
2022	\$70,087.52	
2023	\$60,363.71	
		\$501,308.07

As noted at the January 16, 2024 meeting, the information from OCWA indicated that there will be a capital investment in the water tower and lift station of approximately \$400,000 in the near future. These include an estimated \$152,000 in 2027 for membrane replacement, pump board replacement, SCADA programing improvements, clear-well inspection, cleaning, and water quality analysis and a probe replacement. In 2028, anticipated capital expenditures include low-lift pump replacement, and 2 separate pump board replacements.

These expenditures rely the funds in the water bank account to cover the costs not supported by the in-year contributions.

Council should be aware that the water arrears as of December 31, 2023 are \$56,528.71 which impacts the balance in the water bank account and the surplus available to be transferred to the water bank account each year. -



Municipal Owned Water System Policy – Ad Hoc Committee

On February 20, 2024, Council passed a resolution to establish a Municipal Owned Water System Policy Ad-Hoc Committee and its associated Terms of Reference.

The specific mandate of the Committee is to provide advice to Council with the purpose of creating a Municipal Owned Water System Policy. The terms of reference indicates that the committee will:

- Consider if a water system asset management plan and water rate study should be completed.
- Review if the current water levy should be broken down into operating and capital projects for transparency.
- Review options for implementing a capital levy that can be used to create a “water capital reserve” to off-set capital costs associated with waterline replacement and upgrades for all benefiting properties.

The Township is currently advertising for members of the public to participate in the Committee with the application period being extended for two additional weeks due to a low number of applications received.

Annual Budget Process and the Water System

Under the Municipal Act, the municipality is required to produce a balanced budget each year; therefore, a municipal budget does not budget for a “surplus”, should the municipality wish to raise funds that will not be spent in the current year, a line will be included for a transfer to a reserve.

Municipal reserve and reserve fund balances are included in the audited financial statements, not in the budget. Similar to above the budget would only account for transfers to or from a reserve or reserve fund. The Township of Billings 2023 audited financial statements will be presented to Council in the upcoming months.

The delegation refers to specific errors in the draft budget pertaining to the water system related to the Capital Budget, to provide clarification:

- The holdback of \$38,000 was included in the totals for the Old Mill Waterline total project costs for calculating the grant and cost recovery. This amount was included in the 2024 budget as a carry over as it will be a 2024 expense. It will not be funded twice.
- The waterline for the covered rink is a recreation expense and funded by the sale of rink boards and donations.
- The firehall carry forward is for work benches and is a capital expense for buildings and confirm it is not a water system expense.
- The Capital Budget indicates an amount of \$56,415 for new equipment for the water plant. This information was provided by OCWA as part of the 10-year operating and capital plan.
- The contract for OCWA to operate the water plant is \$130K and is included in the operating budget – Other Expenses – Contracts.
- The reserves that are indicated in the 2024 Capital budget are coming from in-year contributions not a transfer from past years contributions to reserves.

Asset Management Plan

As provided in the agenda package on March 19, 2024, the Township of Billings 2024 Budget documents speaks to the Asset Management Plan (page 5-6). The 2024 Capital Budget includes a significant asset expenditure for the replacement of the Old Mill Road Bridge in the amount of \$1,252,906.

Old Mill Road Waterline Project Cost Recovery

The 2021-2027 Water System financial plan made reference to the Old Mill Waterline Project. On page 6 of the financial plan it makes note of “\$369,406 being funded by the “water users” In this context “water users” was intended to be to the benefiting properties on Old Mill Road only. This is the same method that was used in previous projects such as the Upper Kagawong Water Extension project in 1995 (By-Law No. 95-09) where only the benefiting properties were responsible for the costs.

In 2022, the Township of Billings approved the removal and replacement of the Old Mill Watermain within the right-of-way of Old Mill Road for approximately 850 meters. The watermain is part of the Kagawong distribution system and the project benefits approximately 20 properties. The project was approved under the ICIP Green Stream funding which covered 73.33% of the project with the remaining 26.67% portion being municipal and eligible for capital cost recovery.

On November 7, 2023, Council was presented with options available for municipalities for capital cost recovery for the removal and replacement of the waterline based on the benefiting properties situated adjacent to the Old Mill Watermain replacement project who currently derive or may derive a benefit from its construction.

At that meeting, Council directed staff to bring forward a report comparing the cost allocation to Old Mill Rd. watermain benefiting properties only, with a cost allocation to all benefiting properties on the Kagawong Distribution System. Both calculations excluded those costs considered a benefit to all Billings taxpayers – i.e., road improvements. In addition, the report was to present financing options, including length of term.

In consultation with the Municipal Solicitor, Council passed a Capital Cost Recovery By-Law under the fees and charges provisions of Section 391 of the Municipal Act to recover the municipal portion of the waterline project.

Alignment to the Strategic Plan

Service Excellence – Enhance communications to promote engagement and accessibility; foster transparency, accountability, and engagement through clear policies and effective communications.

Infrastructure – Determine strategic direction for existing facilities and other infrastructure; Determine strategic direction for existing facilities and other infrastructure.

Alignment to the CEEP

There is no alignment to the CEEP



Financial Impacts

Auditor and legal expense incurred for consultation and clarification for the delegation and correspondence submitted. Significant amount of staff time has been

Respectfully Submitted By:

Emily Dance, CAO/Clerk and Harmony Hancock, Treasurer



January 26, 2023

Ms. Emily Dance
The Corporation of the Township of Billings
P.O. Box 34
Kagawong, Ontario
P0P 1J0

Dear Ms. Dance:

The Objective and Scope of the Audit

You have requested that we audit the consolidated financial statements of The Corporation of the Township of Billings, which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations and changes in accumulated surplus, changes in net assets, and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement, and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

Terms and Conditions

We agree to provide the services to you under the terms and conditions set forth in this engagement letter and the accompanying "Terms and Conditions (REV. 5-2022)". The attached Terms and Conditions form an integral part of the terms of this Engagement and are incorporated herein by reference (collectively the "Engagement Letter"). Please take the time to review them.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- a) Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- b) Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.
- c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d) Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e) Evaluate the overall presentation, structure and content of the consolidated financial statements (including the disclosures) and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a) For the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards).
- b) For the design and implementation of such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.
- c) To provide us with timely:
 - i) Access to all information of which management is aware that is relevant to the preparation of the consolidated financial statements (such as records, documentation and other matters);
 - ii) Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of noncompliance with legislative or regulatory requirements;
 - iii) Additional information that we may request from management for the purpose of the audit; and
 - iv) Unrestricted access to persons within The Corporation of the Township of Billings from whom we determine it necessary to obtain audit evidence.

As part of our audit process:

- a) We will make inquiries of management about the representations contained in the consolidated financial statements. At the conclusion of the audit, we will request from management and, where appropriate, those charged with governance written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b) We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

INDEPENDENT AUDITORS' REPORT

To: The Members of Council of The Corporation of the Township of Billings

Opinion

We have audited the consolidated financial statements of The Corporation of the Township of Billings (the "Township"), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations and changes in accumulated surplus, changes in net assets, and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Township as at December 31, 2022, and the consolidated results of its operations and consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with CPSAS, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

FREELANDT CALDWELL REILLY LLP
Chartered Professional Accountants
Licensed Public Accountants
Espanola, Ontario

If we conclude that a modification to our opinion on the consolidated financial statements is necessary, we will discuss the reasons with you in advance.

Preparation of Schedules

We understand that you or your employees may be requested to prepare certain schedules and locate specified documents for our use.

This assistance will facilitate our work and will help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or withdraw from the engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

Fees

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable taxes, and are due when rendered. Fees for any additional services will be established separately.

Use and Distribution of our Report

The examination of the financial statements and issuance of our audit opinion are solely for the use of those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these financial statements and will not assume any responsibility or liability arising from the use of the report by any third party.

You acknowledge that no reliance shall be placed on draft versions of our commentary, conclusions, report, advice or other items ("Work Product"), whether oral or written, issued by us as the same may be subject to further work, revision and other factors which may mean that such drafts are substantially different from any final Work Product issued by us.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us.

Reproduction of Auditors' Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins. We will not assume any responsibility or liability for losses occasioned to you, either directly or indirectly, or to any other parties as a result of the circulation, publication, reproduction or use of our report contrary to the provision of this paragraph.

Management is responsible for the accurate reproduction of the financial statements, the auditors' report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website, or to consider the consistency of other information in the electronic site with the original document.

Termination

If we are unable to complete the Engagement or are unable to form, or have not formed, an opinion on the financial statements, we may withdraw from the Engagement before issuing an auditor's report, or we may disclaim an opinion on the financial statements. If this occurs, we will communicate the reasons and provide details.

Governing Law

This engagement letter is subject to, and governed by, the laws of the Province of Ontario and the laws of Canada applicable therein. This engagement letter will be deemed to have been formed and performed in the Province of Ontario and the Courts of the Province of Ontario will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Other Terms of Engagement

It should be noted that our work in the area of GST/HST and other commodity taxes is limited to that appropriate to ensure the consolidated financial statements are plausible. Accordingly, we may not detect situations where you are incorrectly collecting GST/HST or incorrectly claiming input tax credits. As you are aware, failure to properly account for the GST/HST could result in you or your Township becoming liable for tax, interest or penalties. These situations may also arise for provincial sales tax, custom duties, and excise taxes.

Other Services

In addition to the services referred to above, we will, as directed by you, and as allowed by the Rules of Professional Conduct, prepare your income tax Financial Information Return (FIR) and other special reports as required. Management will provide the information necessary to complete these returns/reports and we will file them with the appropriate authorities on a timely basis.

Conclusion and Acceptance

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The terms of the Engagement outlined in this letter supersede our previous audit Engagement Letter and will continue in effect from year to year until amended, replaced or terminated in writing.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your Township.

Yours very truly,
FREELANDT CALDWELL REILLY LLP

A handwritten signature in black ink, appearing to read "Corey J. Houle". The signature is fluid and cursive, with the first name "Corey" and last name "Houle" clearly distinguishable.

Corey Houle, CPA, CA
Principal

The terms of the Engagement set out herein, including the attached Terms and Conditions (REV. 5-2022), are acknowledged and agreed on behalf of The Corporation of the Township of Billings by:

Per: _____
Emily Dance, CAO/Clerk, The Corporation of the Township of Billings



1. TERMS AND CONDITIONS

- a. The Terms and Conditions are an integral part of the accompanying Proposal or Engagement Letter from Freelandt Caldwell Reilly LLP ("FCR" or "we") that identifies the engagement to which they relate.
- b. In the event of conflict between the Proposal or Engagement Letter and the Terms and Conditions, the Terms and Conditions prevail unless specific reference to a provision of these Terms and Conditions being varied is made in the Proposal or Engagement Letter. Other capitalized words in these Terms and Conditions have the meanings given to them in the Proposal or Engagement Letter.

2. SERVICES

- a. FCR will use reasonable efforts to complete the performance of the services described in the Proposal or Engagement Letter within any agreed-upon time-frame.
- b. It is understood and agreed that FCR's services may include advice and recommendations to Client or its legal representatives. All decisions in connection with the implementation of such advice and recommendations shall be the responsibility of, and made by, Client. FCR will not perform management functions or make management decisions for Client.
- c. Nothing in the Terms and Conditions shall be construed as precluding or limiting in any way the right of FCR to provide services of any kind or nature whatsoever to any person or entity as FCR in its sole discretion deems appropriate.

3. TAX SERVICES

- a. If the Proposal or Engagement Letter is with respect to tax and advisory services or if tax services are otherwise specifically requested by Client, FCR will perform the procedures in accordance with this section. FCR will base its findings exclusively on the facts and assumptions provided to FCR by Client and Client's personnel and advisors. FCR will consider the applicable provisions of the relevant Canadian taxing statutes, regulations, and tax treaties, and judicial and administrative interpretations of them. FCR will also take into account all specific proposals to amend such statutes, regulations and treaties publicly announced prior to the date of FCR's reports, based on the assumption that these amendments will be enacted substantially as proposed. These authorities are subject to change, retroactively and/or prospectively, and may result in incremental taxes, interest, and/or penalties. FCR's findings will not otherwise take into account or anticipate any changes in law or practice, by way of judicial, governmental or legislative action or interpretation. Unless Client specifically requests otherwise, FCR is not responsible for updating its tax work or correspondence to Client to take any such changes into account.
- b. FCR will use professional judgment in providing advice, and will, unless Client instructs otherwise, take the position most favourable to Client whenever reasonable. All returns are subject to examination by tax authorities, and FCR's advice may be audited and challenged by a tax authority. Client understands that FCR's conclusions are not binding on tax authorities or the courts and should not be construed as a representation, warranty or guarantee that the tax authorities or courts will agree with FCR's conclusion.
- c. Any advice and assistance we provide throughout the course of the engagement will be based on the provisions of the Income Tax Act (Canada) (the "ITA"), the Excise Tax Act (Canada) (the "ETA"), and the ITA Regulations and ETA Regulations in force at the date of our correspondence. Ways and Means Motions, draft legislation by the Department of Finance, published jurisprudence and the published administrative practices of the Canada Revenue Agency at the time of our correspondence will also be considered. The Acts and Regulations, their judicial interpretation, and the administrative policies of the Canada Revenue Agency are subject to change. Any such change subsequent to the completion of this engagement could impact upon the effectiveness of our advice and transactions undertaken by Client as a result of our advice. FCR is not responsible for updating its advice for any such change which may occur subsequent to the completion of the engagement.
- d. Client is also responsible for ensuring that FCR's advice is implemented strictly in accordance with FCR's recommendations. FCR is not responsible for any penalties or interest assessed against Client as a result of a failure by Client to provide FCR with accurate and complete information.
- e. Unless expressly provided for, FCR's services do not include representing Client in the event of a challenge by the



Canada Revenue Agency or other tax revenue authorities.

- f. FCR's services are restricted to Canadian tax matters and implications and FCR will not advise on any U.S. or other non-Canadian matters or implications for U.S. or other non-Canadian residents involved directly or indirectly in the subject matter of our advice, including without limitation, the beneficiary of any estate. It is up to the Client to determine if it needs advice for any U.S. or other non-Canadian matters or residents, and, if so, then to obtain such advice.
- g. FCR will not and does not advise on the specific personal income tax implication to any beneficiary of an estate, including with respect to wills reviewed by FCR or resulting from or amended to address advice or assistance from FCR unless Client is the beneficiary and the beneficiary has specifically retained FCR to provide that advice.

4. CLIENT RESPONSIBILITIES

- a. Client agrees to cooperate with FCR in the performance of the services under the Proposal or Engagement Letter and shall provide or arrange to provide FCR with timely access to and use of the personnel, facilities, equipment, data and information necessary for FCR to perform the services under the Proposal or Engagement Letter. Client is solely responsible for verifying that FCR receives true and correct financial and other information sufficient to allow FCR to perform the services requested of FCR under the Proposal or Engagement Letter. To the extent that FCR personnel are on Client premises, Client will take all reasonable precautions for the safety of FCR partners, employees and agents at Client premises. Client shall be responsible for the performance of its employees and agents and for the accuracy and completeness of all data and information provided to FCR for purposes of the performance by FCR of its services hereunder. The Proposal or Engagement Letter may set forth additional responsibilities of Client in connection with the engagement. Client acknowledges that Client's failure to perform these obligations could adversely impact FCR's ability to perform its services.
- b. Client agrees that Client, and not FCR, shall perform the following functions: (i) make all management decisions and perform all management functions; (ii) designate an individual who possesses suitable skill, knowledge and experience, preferably within senior management, to oversee the performance of the services under the Proposal or Engagement Letter, and to evaluate the adequacy and results of such services; (iii) accept responsibility for the results of such services; and (iv) establish and maintain internal controls over the processes with which such services are concerned, including, without limitation, monitoring ongoing activities.
- c. Client acknowledges and agrees that FCR will, in performing the services, base its conclusions on the facts and assumptions that Client furnishes and that FCR may use data, material, and other information furnished by or at the request or direction of Client without any independent investigation or verification and that FCR shall be entitled to rely upon the accuracy and completeness of such data, material and other information. Inaccuracy or incompleteness of such data, material and other information furnished to FCR could have a material effect on FCR's conclusions.
- d. Client acknowledges that information made available by it, or by the others on Client's behalf, or otherwise known to partners or staff of FCR who are not engaged in the provisions of the services hereunder shall not be deemed to have been made available to the individuals within FCR who are engaged in the provision of the services hereunder. Client undertakes that, if anything occurs after information is provided by Client to FCR to render such information untrue, unfair or misleading, Client shall promptly notify FCR.

5. REPORTING

- a. During the performance of the services, FCR may supply oral, draft or interim advice, reports or presentations but in such circumstances FCR's written advice or final written report shall take precedence. No reliance should be placed by Client on any oral, draft or interim advice, reports or presentations. Where Client wishes to rely on oral advice or oral presentation, Client shall inform FCR and FCR will provide documentary confirmation of the advice concerned and in such a case the advice or presentation will be subject to these Terms and Conditions.
- b. Prior the issuance of a final report by FCR, Client may be asked to, and will, confirm in writing certain representations made to FCR during the engagement, including that Client has reviewed FCR's draft report, is satisfied with it, and has no knowledge of any facts not noted in the report that would be reasonably expected to materially affect its conclusions.
- c. Any advice, opinion or report prepared by FCR will be based upon such assumptions, limitations, qualifications and reservations as FCR deems necessary or prudent considering, but not limited to, (i) the time available to complete the



services; (ii) the information, data, opinions, advice and representations made available to FCR, and (iii) FCR's access to Client's management, advisors and agents.

- d. Subsequent to the completion of the engagement, FCR will not update its advice, recommendations or work product for changes or modification to the law and regulations, or to the judicial and administrative interpretations thereof, or for subsequent events or transactions, unless Client separately engages FCR to do so in writing after such changes or modifications, interpretations, events or transactions occur.

6. WORKING PAPERS AND USE OF REPORTS

- a. FCR retains all rights in all methodologies, know-how, knowledge, applications and software developed by FCR either prior to or during the engagement. FCR also retains all rights (including copyright) in all reports, written advice and other working papers and materials developed by FCR during the engagement. Unless contemplated by the Proposal or Engagement Letter, all reports and written advice are intended solely for Client's internal use and, where applicable, government taxation authorities, and may not be edited, distributed, published, made available or relied upon by any other person without FCR's express written permission. If such permission is given, Client shall not publish any extract or excerpt of FCR's written advice or report or refer to FCR without providing the entire advice or report at the same time.
- b. Subject to the restrictions of Section 7, FCR is entitled to use or develop the knowledge, experience and skills of general application gained through performing the engagement.

7. CONFIDENTIALITY

- a. Except as described in Section 6 above, Client will treat in confidence the Proposal or Engagement Letter and these Terms and Conditions and any FCR methodologies, know-how, knowledge, application or software identified by FCR as confidential information of FCR, and will not use or disclose such confidential information of FCR to others.
- b. FCR will treat as confidential all proprietary information and personal information obtained from Client in the course of the engagement. FCR will not release such confidential proprietary and personal information to any party without Client's prior written consent other than to (i) FCR's partners, employees, agents, and authorized representatives, and (ii) FCR's service providers and subcontractors, as required to perform the Services, and as long as they are bound by reasonable confidentiality obligations.
- c. The above restrictions shall not apply to any information that: (i) is required by law or professional standards applicable to FCR to be disclosed; (ii) that is in or hereafter enters the public domain; (iii) that is or hereafter becomes known to Client or FCR as the case may be, without breach of any confidentiality obligation; or (iv) that is independently developed by FCR.
- d. FCR will be entitled to include a description of the services rendered in the course of the engagement in marketing and research materials and disclose such information to third parties, provided that all such information will be rendered anonymous and not subject to association with Client.
- e. Professional standards require FCR personnel performing any audit or assurance services for clients to discuss or have available to them all information and materials that may affect the audit or assurance engagement. Client authorizes, if Client is or becomes an assurance Client, FCR personnel performing services under the engagement to make available to the FCR assurance engagement team and other FCR personnel, the findings, observations and recommendations from the engagement and agrees that FCR may use all such findings, observations and recommendations in FCR's assurance engagement.

8. CONSENTS AND NOTICES

Any collection, use or disclosure of personal information is subject to FCR's Privacy Policy available at www.FCRCPA.com. FCR may be required to collect, use and disclose personal information about individuals during the course of this engagement. Client represents and warrants that: (i) it will obtain from individuals all consent required by law to permit FCR to collect, use and disclose all personal information reasonably required in the course of the engagement, and (ii) Client consents to FCR sending to Client, its officers, directors, and employees, as applicable, electronic messages (including emails) relating to FCR products and services and other matters of interest to Client. Client, its officers, directors, or employees may withdraw such consent by contacting the FCR office located at 62



Frood Road, Suite 301, Sudbury, Ontario P3C 4Z3.

9. TAXES/BILLING/EXPENSES/FEES

- a. All fees and other charges do not include any applicable federal, provincial, or other goods and services or sales taxes, or any other taxes or duties whether presently in force or imposed in the future. Any such taxes or duties shall be assumed and paid by Client without deduction from the fees and charges hereunder.
- b. Bills, including, without limitation, a charge on account of all reasonable expenses, including travel, meals, accommodations, long distance, telecommunications, photocopying, delivery, postage, clerical assistance and database research will be rendered on a regular basis as the engagement progresses. An administrative and technology services charge will be charged to cover information technology infrastructure costs and administrative support of our client service personnel which are not included in our professional fees and routine administrative disbursements and expenses such as local travel, long distance telephone calls, photocopies, fax charges, printing, postage and delivery, database research and tools and clerical assistance. Other direct out-of-pocket expenses for non-routine items such as out of town travel, accommodation and meals, if any will be charged at cost. Accounts are due when rendered. Interest on overdue accounts is calculated at the rate noted in the Proposal or Engagement Letter commencing 30 days following the date of the invoice.
- c. Without limiting its rights or remedies, FCR shall have the right to halt or terminate entirely its services until payment is received on past due invoices. In the event that any proceeding is required to collect unpaid balances due to FCR, Client agrees to reimburse FCR for its costs of collection, including lawyers' fees.

10. LIMITATION ON WARRANTIES

This is a services engagement. FCR warrants that it will perform services hereunder in good faith with qualified personnel in a competent and workmanlike manner in accordance with applicable industry standards. FCR disclaims all other warranties, representations or conditions, either express or implied, including, without limitation, warranties, representations or conditions of merchantability or fitness for a particular purpose.

11. LIMITATION ON LIABILITY AND INDEMNITY

- a. Client agrees that FCR shall not be liable to Client for any actions, damages, claims, liabilities, costs, expenses, or losses of the Client or any other person in any way arising out of or relating to the services performed under any Proposal or Engagement Letter or engagement for an aggregate amount in excess of the professional fees paid by Client to FCR under the engagement. On a multi-phase engagement, this maximum aggregate liability shall be based on the amount actually paid in professional fees to FCR under the engagement for the particular phase that gives rise to the liability.
- b. In no event shall FCR be liable for loss of profits or for consequential, special, indirect, incidental, punitive or exemplary damages, costs, expenses, or losses (including, without limitation, lost profits and opportunity costs). In any action, claim, loss or damages arising out of the engagement, Client agrees that FCR's liability will be several and not joint and several. Client may only claim payment from FCR of FCR's proportionate share of the total liability based on degree of fault.
- c. Client agrees to indemnify, defend and hold harmless FCR from and against (i) all claims and causes of action by any third-party related to or arising out of any services provided by FCR to Client (the "Claims"); and (ii) any losses, liabilities, damages and expenses (including, but not limited to, reasonable lawyers' fees and expenses) incurred by FCR in connection with or arising out of any Claims ((i) and (ii) above collectively "Indemnified Costs"); provided that this indemnity shall not apply to the extent it is finally determined in proceedings before an arbitrator or a court of competent jurisdiction that the Indemnified Costs were a result of FCR's own gross negligence, or intentional misconduct.
- d. For purposes of this section, the term FCR shall include its associated and affiliated entities and their respective partners, directors, officers, employees and agents. The provisions of this section shall apply regardless of the form of action, damage, claim, liability, cost, expense, or loss, whether in contract, statute, tort (including, without limitation, negligence), restitution or otherwise.

**12. LEGAL PROCEEDINGS**

- a. Client agrees to notify FCR promptly of any request received by Client from any court or applicable regulatory authority with respect to the services subject to these Terms and Conditions, FCR's advice or report or any related document.
- b. Client acknowledges that FCR may from time to time receive requests or orders from professional or securities or other regulatory, judicial or governmental authorities (both in Canada and abroad) to provide them with information and copies of documents in FCR's files including working papers and other work-product relating to Client. Except where prohibited by law or when a request relates to a review by our practice inspectors, FCR will advise Client of the request or order. Client hereby acknowledges that FCR will provide the documents and information without further reference to, or authority from Client. When such an authority requests access to FCR's working papers and other work-product relating to Client affairs, FCR will on a reasonable efforts basis, refuse access to any document over which Client has expressly informed FCR at the time of delivery that the Client asserts privilege, except where disclosures of documents is required by law. Client must mark any document over which it asserts privilege as "privileged". If and only if the authority requires such access to privileged documents pursuant to the laws of a jurisdiction in which express consent is required for such disclosures, then Client hereby provides its consent. Where privileged Client documents are disclosed, FCR is directed to advise the authority that Client is permitting disclosure only to the extent required by law and for limited purpose of the authority's exercise of statutory authority. FCR is directed to advise the authority that Client does not intend to waive privilege for any other purpose and that Client expects its documents to be held by the authority as privileged and confidential material (held securely, limited distribution, etc.). For greater certainty, Client and FCR hereby agree that this acknowledgement (and, if required, consent) does not negate or constitute a waiver of privilege for any purpose and Client expressly relies upon the privilege protections afforded under statute and otherwise under law.
- c. If FCR is required by law, pursuant to government regulation, subpoena or other legal process or requested by Client to produce documents or personnel as witnesses arising out of the engagement, or otherwise required to respond to an information request, Client shall reimburse FCR at standard billing rates for professional time and expenses, including, without limitation, reasonable legal fees, incurred in responding to such requests. Such assistance shall be treated as a separate engagement and shall be subject to these Terms and Conditions.

13. LIMITATION PERIOD

No action or arbitration, regardless of form, arising under or relating to the engagement, may be brought by Client against FCR more than one year after the cause of action has accrued or in any event not more than five years after completion of the engagement. For purposes of this section, the term FCR shall include its associated and affiliated entities and its and their respective partners, directors, officers, employees and agents.

14. TERMINATION

Unless terminated sooner in accordance with its terms, the engagement shall terminate on the completion of FCR's services under the engagement, which completion shall be evidenced by the delivery by FCR to Client of the final invoice in respect of the services performed under the engagement. Should Client not fulfill its obligations set out herein or in the Proposal or Engagement Letter and in the absence of rectification by Client within 10 days, FCR may, upon written notice, terminate its performance and will not be responsible for any loss, cost or expense resulting. The engagement may be terminated by either party at any time by giving written notice to the other party not less than 30 calendar days before the effective date of termination. Upon early termination of the engagement, Client shall be responsible for the payment to FCR for FCR's time and expenses incurred up to the termination date, as well as reasonable time and expenses to bring the engagement to a close in a prompt and orderly manner.

15. E-MAIL COMMUNICATION

Client recognizes and accepts the risks associated with communicating by Internet e-mail and with using cloud-based software, including (but without limitation) the lack of security, unreliability of delivery, unauthorized access to or corruption of data and possible loss of confidentiality and privilege. Unless Client requests in writing that FCR does not



communicate by Internet e-mail, Client assumes all responsibility or liability in respect of risk associated with its use. Client also assumes all risks associated with the use of any cloud-based software used in connection with or in relation to its engagement of FCR.

16. POTENTIAL CONFLICTS OF INTEREST

- a. Except as otherwise set out herein, Client should be aware that it is not uncommon for FCR to be auditors and/or advisors of more than one of the parties involved in a transaction. In such situations, FCR takes appropriate measures to ensure that strict confidentiality is maintained in all respects. If these circumstances are identified, FCR will advise Client of that fact, subject to confidentiality requirements, and will consider with Client what further measures, if any, are appropriate.
- b. Client agrees that it will consent to and will not object to FCR representing or acting for another party in another unrelated matter even if that party is adverse in interest to Client's interests. This agreement does not extend to any matter in which there is a real or apparent conflict of interest in which case FCR would not act unless in an appropriate circumstance it sought and obtained Client's consent. In other words, Client has agreed that FCR may act in a fresh and independent matter unrelated to any work FCR has previously done for it and where previously obtained confidential information is irrelevant to that matter.
- c. FCR will notify Client if a situation develops which might, to FCR's knowledge, impair its independence or cause a conflict of interest with respect to any services being provided to Client. Client will notify FCR promptly of any potential conflict of interest of which Client becomes aware prior to or during the engagement. In addition, it is possible that due to unexpected circumstances, we may be unable to complete the engagement with respect to a particular issue. FCR reserves the right, if in its professional judgment the circumstances require, to suspend or terminate services where a conflict situation unexpectedly arises which FCR believes renders it unable to complete the engagement in whole or part. FCR's engagement will be deemed to be completed upon written notification of termination, even if FCR has not completed the engaged services. Client will be obligated to compensate FCR for the time expended to that point and to pay all accrued administrative charges and disbursements through the date of termination.

17. FORCE MAJEURE

Neither Client nor FCR shall be liable for any delays or failures of performance resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, act of God, strike or labour dispute, war or other violence, disease or pandemic, or any law, order or requirement of any governmental agency or authority.

18. INDEPENDENT CONTRACTOR

It is understood and agreed that each of the parties is an independent contractor and that neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

19. SURVIVAL

The terms and provisions of any Proposal or Engagement Letter other than FCR's promise to provide services and Sections 1 to 16, 19, 20, and 23 to 27 hereof shall survive the expiration or termination of the engagement.

20. SUCCESSORS AND ASSIGNS

The Terms and Conditions and the attached Proposal or Engagement Letter shall be binding upon the parties to it and their respective associated and affiliated entities and their respective partners, directors, officers, employees and agents and successors and permitted assigns. Except as provided below, neither party may assign, transfer or delegate any of the rights or obligations with respect to this engagement without the prior written consent of the other party.



FCR may assign its right to payment hereunder to any person and its other rights and obligations hereunder to any affiliate or successor in interest to all or substantially all of the assets or business of the relevant FCR practice, without the consent of Client. In addition, FCR may engage independent contractors and associated firms to assist FCR in performing the services hereunder.

21. SEVERABILITY

The provisions of the Terms and Conditions and the attached Proposal or Engagement Letter shall only apply to the extent that they are not prohibited by a mandatory provision of applicable law. If any of these provisions shall be held to be invalid, void or unenforceable, then the remainder of the Terms and Conditions and the attached Proposal or Engagement Letter, as the case may be, shall not be affected, impaired or invalidated, and each such provision shall be valid and enforceable to the fullest extent permitted by law.

22. ENTIRE AGREEMENT

The Terms and Conditions, and the attached Proposal or Engagement Letter, including, without limitation, Exhibits, constitute the entire agreement between FCR and Client with respect to the engagement and supersede all other oral and written representation, understandings or agreements relating to the engagement.

23. GOVERNING LAW

The Terms and Conditions and the related Proposal or Engagement Letter shall be interpreted and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

24. PUBLICITY

Upon the closing of a transaction, FCR will have the right (but shall not be obliged), at its expense, to publicize its association with the transaction by way of public announcement in “tombstone” or similar format, subject to prior review of the wording for any such announcement with Client.

25. SPECIFIC ACCOUNTING ADVICE

- a. Except as set forth in the Proposal or Engagement Letter, the engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and facts and circumstances of Client. Such services, if requested, would be provided pursuant to a separate engagement.
- b. Client should consult with and/or engage legal counsel for the purpose of advising on legal aspects of matters on which FCR provides its advice and drafting any legal documents and/or agreements that may be required. To the extent legal counsel or other professional service providers are required, Client is exclusively responsible for engaging and paying such services providers.

26. LLP

Freelandt Caldwell Reilly LLP is a registered limited liability partnership (“LLP”) established under the laws of the Province of Ontario and, where applicable, has been registered extra-provincially under provincial LLP legislation. FCR is a partnership, but its partners have a degree of limited liability. A partner is not personally liable for any debts, obligations or liabilities of the LLP that arise from a negligent act or omission by another partner or any person under that other partner’s direct supervision or control. The legislation relating to limited liability partnerships does not, however, reduce or limit the liability of the firm. The firm’s insurance exceeds the mandatory professional indemnity insurance requirements established by the relevant professional bodies. Subject to the other provisions hereof, all partners of the LLP remain personally liable for their own actions and/or actions of those they directly supervise or control.

**27. ALTERNATIVE DISPUTE RESOLUTION**

All disputes arising out of or in connection with this agreement, or in respect of any legal relationship associated with or derived from this agreement, shall be mediated pursuant to the National Mediation Rules of the ADR Institute of Canada, Inc. The place of mediation shall be Sudbury, Ontario. The language of the mediation shall be English. Service of a written request for mediation by a party shall stop the running of any applicable limitation period. At any time more than thirty (30) days after delivery of a written request for mediation, any party may serve on the other party or parties a written declaration that the mediation is terminated. Following the termination of a mediation, all disputes arising out of or in connection with this agreement, or in respect of any legal relationship associated with or derived from this agreement, will be finally resolved by arbitration under the Arbitration Rules of the ADR Institute of Canada, Inc. Nothing shall preclude any party from raising in the arbitration any disputes or matters that were not the subject of the preceding mediation. The seat of arbitration shall be Sudbury, Ontario. The language of the arbitration will be English. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal of the award. Nothing in this clause shall preclude a party from seeking any interim measures at any time from the Ontario Superior Court of Justice or any other court. For the purpose of this clause, service may be made by physical delivery to a party's last known place of business or by email or other electronic means of delivery to a party's last known email address or other electronic or telephonic coordinates, including by text to a party's last known telephone number.

COUNCIL REPORT

Department: Treasury

Date: April 16, 2024

Report Number: TR-2024-04-08

File: Old Mill Road Bridge Project Funding

Recommendation:

THAT the Township of Billings Council approves Report TR-2024-04-08 AND authorizes the Director of Finance/Treasurer to apply to Infrastructure Ontario for both short- and long-term lending for the Old Mill Road Bridge Project AND FURTHER authorizes the appropriate By-Laws coming forward.

Background:

During the 2024 Budget deliberations Council approved the replacement of the Old Mill Road Bridge in the amount of \$1,252,906. The Township will off set the expense using NORDS funding in the amount of \$384,000, General Reserves (current year) \$443,906 and an Infrastructure Ontario Loan in the amount of \$425,000.

Discussion:

Before entering into any debt, consideration must be given to the ability to manage new debt with any existing long-term debt or other financial commitments, the impact on current and future ratepayers and projects, the appropriate balance between debt and other forms of funding, limiting financial risk exposure, the timing and term of the debt, the useful life of the particular asset and the Townships maximum annual repayment limit.

Under [O.Reg 403/02](#) municipalities are provided with an annual repayment limit. This limit represents the maximum amount which the municipality has available to commit to payments relating to debt and financial obligations without having to go to the Ontario Land Tribunal (OLT) The 2024 Annual Repayment limit for the Township of Billings is \$802,415.

1. Infrastructure Ontario Lending

The [Infrastructure Ontario Loan Program](#) supports local infrastructure investments across Ontario. It provides affordable, long-term financing to public sector clients, allowing them to modernize and renew their infrastructure.

Clients may select repayment terms of 5 to 30 years; but in any event, the repayment period must not exceed the expected life of the capital asset. The loan interest rate



varies with the term of the loan (i.e., a 10 year loan term would have a different rate than a 30 year loan).

Long-Term Financing Infrastructure Ontario will purchase a debenture from the client for up to the approved amount of the loan as per the Financing Agreement on an agreed upon date. Principal and interest payments are payable biannually with the first payment due six months after the date of purchase. The interest rate is fixed for the entire term of the loan. Debentures close on the 1st and 15th of every month. Infrastructure Ontario offers both amortizing and serial debentures to clients. With amortizing debentures borrowers pay equal amounts of blended principal and interest every six months. Alternately, with serial debentures borrowers pay equal amounts of principal every six months and interest is calculated on the declining balance.

Short-Term or Construction Financing Short-term (construction) financing is available to clients during the construction period of an approved project based on incurred costs. Interest is calculated and payable monthly on the 1st day of each month based on the applicable short-term rates. Short-term advances are processed on the 1st and 15th of every month and Infrastructure Ontario requires five business days notice to process a payment

The application process includes submission of various financial documents and a By-Law authorizing entering into an agreement with Infrastructure Ontario.

It is recommended that the Township apply to Infrastructure Ontario for both short term financial and long-term debenture for the project. This will allow the municipality to borrow at the best rates for short-term using short-term financing, then following substantial completion of the project move to a final debenture from Infrastructure Ontario.

Financial Impacts:

Debt will continue to be an ongoing component of the municipality's funding structure. As such repayment should be structured in a manner that is fair and equitable to those who pay and benefit from the underlying assets over time. The servicing of long-term debt must be affordable and sustainable while allowing the flexibility to respond to emerging needs.

Respectfully Submitted By:

Harmony Hancock, Director of Finance/Treasurer,
Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Treasury

Date: April 16, 2024

Report Number: TR-2024-04-09

File: Statement of Council Remuneration and Expenses – 2023- AMENDED

Recommendation:

THAT the Township of Billings Council hereby receives for Information Report TR-2024-04-09.

Background:

On February 20, 2024 Report TR-2024-02-04 being the 2023 Statement of Council Remuneration and Expenses was received by Council . As explained in the report, Council remuneration reporting is prepared in accordance with the Municipal Act, 2001 (s)284 (1) Statement – that the Treasurer of a municipality shall in each year on or before March 31st provide to the Council of the municipality an itemized statement of remuneration and expenses paid in the previous year to each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council.

Discussion:

As per the Council Remuneration Policy for the Township of Billings, Council remuneration is paid by the Township of Billings is exclusive of any additional remuneration paid for participation in other boards and Committees. Council Remuneration and Expenses has been amended as indicated to reflect compliance with the Council Remuneration Policy.

2023 Statement of Council Remuneration and Expenses

Name	Position	Stipend - Council	Expenses- Council	Stipend – Boards and Committee	Expenses – Boards and Committee	Total
Barker, Bryan	Mayor	10,430.96	3,659.11	0.00	0.00	14,090.07
Cahill, Jim	Councillor	6,425.20 4,827.60	1,587.75 1,587.75	4,377.10 3,000.48	—0.00 2,629.51	12,390.05 12,045.34
Grogan, Vince	Councillor	5,327.48	560.65	0.00	0.00	5,888.13
Hillyard, David	Deputy Mayor	5,342.04	0.00	0.00	0.00	5,342.04
Hunt, Michael	Councillor	5,327.48	0.00	0.00	0.00	5,327.48

Financial Impacts

Council remuneration is included in the Township of Billings annual budget.



Alignment to the Strategic Plan

This report is not applicable to the Strategic Plan

Alignment to the Community Energy and Emissions Plan (CEEP)

This report is not applicable to the CEEP

Respectfully Submitted By:

Harmony Hancock, Director of Finance / Treasurer

Emily Dance, CAO/Clerk

COUNCIL REPORT

Department: Municipal Project Management

Date: April 16, 2024

Report Number: MPM-2024-04-06

File: Western Manitoulin Economic Development – Social Media Coordinator

Recommendation:

THAT the Township of Billings Council hereby supports in principle the hiring of a joint Social Media Coordinator for Western Manitoulin Economic Development subject to collaboration with the other Western Manitoulin municipalities and First Nations in the Network, AND receipt of grant funding to off set the associated expenses.

Background:

At the April 2, 2024 Council meeting, staff was directed to review the option for a joint social media marketer for Western Manitoulin Economic Development.

Discussion:

Social media is a useful, and increasingly popular, tool in economic development. This is a reality that parallels the increased importance of social media to business marketing, and to Canadians in general. For example, a recent Statista.com topic overview (January 2024) on social media use in Canada, reveals that 89% of Canadians use some form of social media, and businesses spend roughly 3 times as much on social media focused marketing as they do on web-focused marketing.

A position description would be developed should this initiative move forward. However, for the sake of illustration (only), a Social Media Coordinator would undertake duties such as the following (adapted from Monster.com, employer resources pages):

- Assist in developing and managing a results-driven social media strategy.
- Develop and curate engaging content for social media platforms.
- Assist in the creation and editing of written, video, and photo content.
- Attend events and produce live social media content.
- Monitor social media channels for industry trends.
- Interact with users and respond to social media messages, inquiries, and comments.
- Review analytics and create reports on key metrics.

Staff discussed the opportunity to partner with the other Western Manitoulin Municipalities and First Nations in the Network for hiring a Social Media Coordinator and fully support Western Manitoulin Economic Development Committee researching the idea further. However, the Township of Billings does not have the capacity to be the lead on the project at this time.

Alignment to the Strategic Plan

Service Excellence – Enhance communications to promote engagement and accessibility; foster transparency, accountability, and engagement through clear policies and effective communications.



Alignment to the CEEP

There is no alignment to the CEEP

Financial Impacts

The financial impacts for the position are not known at this time. Staff recommends that grant funding, if available, be used to off-set the financial expenses associated with the role.

Respectfully Submitted By:

Todd Gordon, MPM

Reviewed By:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Title: Live Streaming Council Meetings Policy

Department: Clerks

Date: April 16, 2024

Report Number: CLK 2024-04-05

Attachment: DRAFT Live Streaming Council Meeting Policy

Recommendation: THAT the Township of Billings Council hereby approves report CLK-2024-04-05 AND approves the Live Streaming Council Meeting Policy AND FURTHER approves the appropriate By-Laws coming forward.

Background:

On April 18, 2023, Council passed a resolution to direct staff to pilot streaming Council meetings over the zoom platform to determine if Council should livestream Council meetings.

Discussion:

Since the first livestream meeting in May, 2023, staff have been testing the zoom webinar platform which allows the public to log onto the website and watch the meeting in real time. Staff contacted members of the public that watched the live stream for feedback. Comments include:

- Excellent opportunity for remote viewing
- Difficulty hearing council members furthest away from the Owl (received a variation of this comment from every participant)

Staff monitored attendance by the public with the following results:

Meeting Date	Staff	Public	Total	Comments
May 2 2023	3	3	6	
May 16 2023	2	1	3	
May 25 2023	2	0	2	
June 6 2023	3	1	4	
June 20 2023	2	0	2	
July 4 2023	2	1	3	
July 20 2023	1	1	2	
August 1 2023	1	0	1	
September 5 2023	1	0	1	
September 19 2023	1	2	3	
October 3 2023	1	0	1	
October 17 2023	3	0	3	



November 7 2023	3	7	10	
November 28 2023	3	6	9	Virtual
December 5 2023	1	2	3	Virtual
December 12 2023	3	20	23	Virtual - Waterline
December 19 2023	4	4	8	Virtual
January 16 2024	2	14	16	Virtual Waterline
February 6 2024	3	20	23	Council Vacancy
February 20 2024	2	2	4	
February 27 2024		6	6	Budget
March 5 2024	2	6	8	
Average	2.1	4.4	6.4	

Generally, the average number of participants is low; however, the Old Mill Waterline generated 20 participants on December 12, 2023, and 14 participants on January 16, 2024. Filling the Council Vacancy had 20 participants; however, the 2024 budget had 6 participants.

Should Council support the continuation of Live Steaming Council meetings, staff have prepared a policy that outlines the purpose, scope, notification, record retention and access to files.

Overall, the OWL over the zoom platform performs well and is a low-cost option. A new third generation OWL with advanced microphone retails for \$1,198, the zoom webinar is approximately \$100 per month. This option however is not ideal for hybrid meetings where members of Council or delegations could attend remotely and address Council.

Financial Impacts:

\$1,198 for the equipment and \$100/month for zoom subscription and included in the supplies and subscription expense in the 2024 operating budget.

Alignment to Strategic Plan:

Embrace modern technology to enhance citizen experience.

Alignment to the CEEP:

There is no alignment to the CEEP

Respectfully Submitted By:

Emily Dance, CAO/Clerk

Policy –Live Streaming of Council Meeting

By-Law No:

Revision:

Date:

1.0 PURPOSE:

This policy aims to improve accessibility for community participation. It is anticipated that live streaming of Council Meetings will provide more flexible and convenient access to a wider audience.

Live streaming Council Meetings eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community confidence in the integrity and accountability of the decision-making process.

The policy reflects Council's commitment to transparent and accessible decision-making processes, with the introduction of live streaming of Regular and Special Meetings of Council. Any parts of Council's Meetings that are closed to members of the public under Section 239 of the Municipal Act are regarded as confidential and will not be recorded.

2.0 SCOPE:

This Policy applies to:

- Regular and Special Meetings of Council;
- Councillors and Officers of Council; and
- Members of the public, both as visitors in the gallery and when invited to speak in the Meeting.

3.0 DEFINITIONS:

Closed Section of a Council Meeting - A meeting of the council which has been closed to members of the public under Section 239 of the Municipal Act

Chair - the person who chairs a meeting of the Council, predominantly, the Mayor.

Defamation - Intentional false communication which damages the reputation of another individual.

Streaming (Webcasting) The process of delivering multimedia content via the internet, in audio and/or video format from a single content source to multiple listeners/viewers.

Controls Any process, policy, device, practice or other action which impacts on the consequence

or likelihood of a particular risk occurring, that is currently in place.

4.0 POLICY CONTENT:

Regular and Special Meetings held in the Council Chambers will be streamed live, on the zoom platform in accordance with this Policy. Webinar ID and passwords can be accessed from the Township of Billings website www.billingstwp.ca

Any parts of Council's Meetings that are closed to members of the public under Section 239 of the Municipal Act are regarded as confidential and will not be recorded.

The Chair and/or the CAO/Clerk have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

The Township will make every effort to ensure that live streaming is available, it takes no responsibility for, and cannot be held liable for technical issues beyond its control. Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages.

The official record of all Council Meetings shall be the written minutes in accordance with the Municipal Act Section 239(1). The live stream file will be archived on the cloud platform during the current year and for one year thereafter and are available by written request to the Clerk through a Freedom of Information request.

Video files from live streaming on the internet are part of the public realm and as such, are subject to alteration by a member of the public with no municipal control over such alterations. The Township assumes no liability associated with any alterations that may be made by a member of the public on the internet.

Publication of Notices – Informing Attendees

It is not the intention of live streaming to capture those attending the meeting in the gallery, however this may occur due to camera angles and seating arrangements. By attending the public meeting, attendees are consenting to their image, voice or comments being recorded.

There will be a notice informing attendees that live streaming will be taking place. At the commencement of each meeting, the Chair will read a statement included in the Council Agenda notifying those present that the Meeting will be live streamed on the internet.

Signage communicating a similar message will be visibly displayed on the door of Council

Chambers and published on Council's website.

Public Interaction in Council Meetings

Delegations

Any attendee who is invited to speak will be recorded and their voice and image will form part of the live stream.

Should an attendee invited to speak not wish to be recorded, they are required to make this request known to the CAO/Clerk prior to the meeting commencing. This request can be made either by emailing the Clerk a minimum of 4 hours prior to the meeting. Under special circumstances the Chair in consultation with the CAO/Clerk may waive the requirement and consider the request prior to the commencement of the meeting.

5.0 POLICY COMMUNICATION:

The CAO/Clerk or designate will be responsible for:

- Communicating the relevant public notices
 - Public Notice on the Council Agenda
 - Public Notice Signage at the Meeting
 - Public Notice on Council's Website
- Publishing Council Meeting live stream links
- Including a copy of the recording in Council's Record Management System and undertaking relevant archiving and destruction procedures.
- Setting up, positioning and testing the video equipment for each Council Meeting.
- Provide ongoing support to ensure the live stream is operational for each Meeting.

6.0 POLICY REVIEW:

This policy will be reviewed once per Council Term or more often as needed.

7.0 COMPLIANCE:

In cases of policy violation, the Township may investigate and determine appropriate corrective action.

COUNCIL REPORT

Title: Cemetery By-Law

Department: Clerk

Date: April 16, 2024

Report Number: CLK 2024-04-06

Attachment: DRAFT 2024-xx Kagawong Cedar Cemetery By-Law

Recommendation: THAT the Township of Billings Council hereby approves report CLK-2024-04-06 AND approves the appropriate By-Law coming forward.

Background:

A member of the public requested the installation of a columbarium on a purchased plot. A columbarium is a structure for the respectful and usually public storage of urns holding cremated remains. The existing By-Law (2022-12) did not have any provisions or permissions for the use/installation of a columbarium in the Kagawong Cedar Cemetery. Staff consulted with the Bereavement Authority of Ontario (BAO) to seek direction in order to permit a columbarium in the Kagawong Cedar Cemetery.

The Bereavement Authority of Ontario (BAO) is a government delegated authority and not-for-profit corporation administering provisions of the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) on behalf of the Ministry of Public and Business Service Delivery. Responsible for protection of the public interest, the BAO regulates, ensures compliance with the law, provides resources and services to licensed:

- Funeral establishment operators, directors and preplanners;
- Cemetery, crematorium and alternative disposition operators;
- Transfer service operators; and
- Bereavement sector sales representatives across Ontario.

The BAO sets the rates and fee schedules as per the Cemetery Care and Maintenance Fund for municipalities as reflected in Schedule "A" – Fees and Distribution which include the added fee for a private columbarium.

Discussion:

After discussion with the BAO, terminology was included in the proposed by-law to permit the use of a columbarium in the Kagawong Cedar Cemetery with the associated fees and processes as per the Cemetery Care and Maintenance Fund.

Approval of this by-law, will allow staff to sell plots with the opportunity for the purchaser to install a columbarium on the plot.



Financial Impacts:

All associated costs will be borne by the plot holder.

Alignment to Strategic Plan:

Service Excellence.

Alignment to the CEEP:

There is no alignment to the CEEP

Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Approved By:

Emily Dance, CAO/Clerk



BY-LAW NO 2024-xx

BEING A BY-LAW TO UPDATE AND CONSOLIDATE CEMETERY REGULATIONS FOR KAGAWONG CEDARS CEMETERY

Kagawong Cedars Cemetery, located at Billings Concession 16 Lot 28 RP 31R410 part 1 is entirely owned by Township of Billings, and is not under the jurisdiction of any religious or private agency.

WHEREAS the Corporation of the Township of Billings has established the Kagawong Cedars Cemetery upon described as Billings Concession 16 Lot 28 RP 31R410 part 1 is entirely owned by Township of Billings, and is operated as a municipal cemetery.

WHEREAS it is desirable and expedient to make provisions for the care and control of the said cemetery; and

WHEREAS Section 150 of the Funeral Burial and Cremation Services Act, 2002 provides that the owner of every cemetery may pass by-laws affecting the operations of the cemetery and

WHEREAS no such by-law comes into force or takes effect until it is filed with, and approved by the Registrar under the Funeral Burial and Cremation Services Act, 2002, Section 151 and

WHEREAS Section 8 of the Municipal Act S.O. 2001, Chap. C.25 provides that the Council of every municipal corporation may pass by-laws providing for the use by the public of lands which the corporation is the owner and for the regulation of such use and the protection of such lands.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS ENACTS AS FOLLOWS:

1.0 POLICIES

Interment Fees described in Schedule "A" attached to this by-law.

Interment Rights Contract in Schedule "B" attached to this by-law.

- a) Interment rights may be sold only by the Township, and the Clerk is authorized as agent to sell interment rights on behalf of the Township.
- b) A transfer of ownership of interment rights is not binding upon the Cemetery until a duly executer transfer has been deposited with the Clerk.
- c) The Township shall provide each interment rights holder (owner) at the time of sale upon full payment:
 - i. copy of the contract of Internment Rights
 - ii. copy of the Cemetery By-law
- d) No interment may be made without the purchase of Interment Rights, including payment in full and signing of the Contract for The Purchase of Interment Rights.
- e) No interment of someone other than the interment rights holder shall be made without the written permission of the Rights holder or his/her agent or authorized representative.
- f) Notice of each interment shall be given to the Clerk at least 48 hours before each interment. The actual position of the interment plot shall be determined by the Cemetery Attendant. The Township of Billings reserves the right to substitute or relocate a plot as extenuating

circumstances dictate. The location of interred remains, plots purchased, and plots offered for use shall be deemed to be in the locations indicated by the map in the Municipal Office. The size of cemetery plots offered for use shall be 4 feet by 10 feet in size.

- g) Interred non-cremated remains shall be enclosed in a concrete vault.
- h) Only one upright memorial marker is permitted on a single plot.
- i) No permanent ornamentation, except mounted on the memorial marker, shall be permitted, and if such is placed it may be removed by the maintenance attendant. The maintenance attendant and the Township of Billings shall not be responsible for the care and preservation of such items.
- j) No barricades, fences, stone or gravel grave coverings or any other items may be permitted without the express written permission of the Clerk, as they damage grass cutting equipment. If such are erected without permission, they shall be removed. The Township of Billings is not liable for loss or damage to plantings or memorial objects placed upon a grave site.
- k) Monuments must be placed on a concrete pad. The footing shall have a minimum thickness of 4 inches and the concrete used in the foundation shall have a compressive strength of 20 MPa or greater. Concrete footing pads are to be flush with ground level and four inches wider than the monument base on all sides, except in the case of markers 18 in high or more, where the pad must be six inches wider on all sides.
- l) Placement of Monuments shall be within the plot centered at the western border, or in the case of adjacent family plots exactly centered between the two. Irregular placing of monuments may be made only with express written permission of the Township.
- m) If a marker in the cemetery presents a risk to public safety because it is unstable, the township shall do whatever is necessary by way of repairing, resetting or laying down the marker or monument so as to remove the risk.
- n) Interments will not be carried out from November 1st until May 1st.
- o) Trees, branches and roots, and other plants which, in the opinion of the Township, interfere with the effective maintenance of said cemetery, will be removed or trimmed by the Township. The party who placed such plantings shall have no recourse.
- p) Columbarium niche structures will vary from location to location and depend on site conditions, building features, building materials, etc. The following are general examples of by-laws that you may use as they pertain to your operation:
 - i. Only the Cemetery Operator may open and seal niches for internments. This applied to the inside sealer and the niche front.
 - ii. To ensure quality control, the Cemetery Operator must be the purchaser of the columbarium.
- q) All contractors working within the boundaries of the Kagawong Cedars Cemetery are governed by the following regulations:
 - i. a contractor refers to anyone performing a service of transfer, vault installation, construction of base or foundation placing of memorial markers or monuments, or excavation of burial sites.
 - ii. work will not commence without the written permission of the agent or Cemetery Board and of the interment rights holder in the form of the Installation Permit.
 - iii. the contractor must carry sufficient insurance and compensation coverage in case of damage incurrent during the performance of duties.
 - iv. no person shall cause or commit a nuisance in the cemetery or willfully and unlawfully disturb persons assembled for the purpose interring human remains in the cemetery.

2.0 MAINTENANCE OF THE CEMETERY

- a) The grass cutting and trimming of the cemetery shall be performed by the Township of Billings, or an agent contracted by the Township, and the expense so allocated from Township funds.
- b) Other maintenance projects and improvements shall be decided and paid for from the Cemetery Memorial Fund, unless the Council of the Township of Billings specifically agrees by Resolution of financial support.
- c) Only specific projects allowed by the Ministry of Consumer Affairs, Cemeteries Regulation Unit may be funded by the Cemetery Perpetual Care bank account, following a decision by the Township.
- d) This By-law nullifies and supersedes any contradictory terms and conditions in By-law 1996-09, 1993-01, 1992-16, 2004-22, 2004-23, 2013-49 AND 2022-12.

3.0 This By-Law shall come into full force and effect upon final passage.

4.0 This By-Law may be cited as the “Cemetery By-Law”

READ a FIRST and SECOND TIME this 16th day of April, 2024

READ a THIRD TIME and FINALLY PASSED this 16th day of April, 2024.

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

Schedule ‘A’ – Fees and Distribution



Fees and Distribution

Burial Plot, known as “Contract for Purchase of Interment Rights.” \$390 plus hst, to be distributed as \$290 to a Care and Maintenance Fund as prescribed by the Ministry of Consumer Services, to be known as the Cemetery Perpetual Care Bank Account, and \$100 to the general ledger Cemetery Revenue.

Casket Internment: \$400 + hst, to be distributed within the Township in this manner:

- 1. Direct Payment to the Attendant \$100
- 2. Allocation to General Ledger revenues Public Works \$200 for machinery use and \$100 Administration revenue.

Cremation Internment: \$170 + hst to be distributed within the Township in this manner:

- 1. Payment to the Attendant \$70
- 2. Administration revenue \$100

Compartment in a Private Columbarium: \$150 + hst multiplied by the number of compartments, to be distributed within the Township in this manner:

- 1. Payment to the Attendant \$50
- 2. Administration revenue \$100

Flat Marker measuring less than 4 ft squared	\$0
Flat Marker measuring at least 4 ft squared	\$100
Upright marker measuring 1.22 m (4 ft) or less in heights and 1.22 m (4ft) or less in length, including the base	\$200
Upright marker measuring more than 1.22 m (4 ft) in either height or length, including the base	\$400

These costs are distributed in its entirety to Cemetery Perpetual Care Bank Account.



Contract for Internment Purchase Form

Purchaser Name:

Surname, First Name(s)

Purchaser Address:

Purchaser Telephone Number:

Date of Purchase:

Plot User Name(s):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

NOTE: that cremains may be interred on top of a casket, but not casket on top of cremains. If the plot is to be occupied by cremains, write in ALL persons to be buried (8 maximum).

If plot to be occupied immediately, indicate that person's name, place of death and Funeral Director firm name.
PLOT PURCHASED Column _____ Plot _____

Purchaser's Initial _____

I, the purchaser, confirm that the plot indicated by letter and number above is the one I have selected AND that I will abide by all regulations of Billings Cemetery By-Law 2024-xx, made in accordance with the Ontario Regulations 30/11, and that a copy of this By-Law has been given to me.

Date: _____ Signature: _____

Date: _____ Witness Signature: _____

The Cemeteries Act requires that Billings Township must repurchase any unused plot if the purchaser so requests, and reimburse the full purchase price.
Price of Interment Rights for this plot \$390 & HST (portion to Municipal Care and Maintenance Fund \$290, prescribed by Ministry of Consumer Services).

Other fees applicable in future:

1. Interment Fee open and close grave for casket \$400 + HST or for cremains \$170 + HST or \$150 + HST for a private columbarium compartment
2. Marker Installation Permits, dependent on size are either \$200 or \$400 + HST for upright markers, and \$100 + HST for flat markers.

The information stated on this form and information required on the form are in compliance with the Cemetery Care and Maintenance Fund effective January 1, 2022.

DRAFT

Schedule 'C' – Marker Installation Permit



Marker Installation Permit

To be completed prior to the installation of any marker, memorial, monument or other permanent above-ground structure at the Kagawong Cedars Cemetery.

Interment Rights Holder:

Name(s) to be Placed on Marker:

Plot Letter and Number:

If double plot, indicate both numbers _____ for one stone between two plots.

Headstones are placed on the west edge of a plot. Flat markers may be at west or east edge.

Only one headstone may be placed on a single plot. Flat markers may be placed as the only marker OR in addition to a headstone.

All headstones, including natural uncut rock headstones, must be placed on a concrete base adequate to stabilize them. Maximum height of headstone including base is 30 inches. Monuments plus base must not have width on west dimension of more than 40 inches. Billings Township is not responsible for the maintenance and repair of headstones. Billings Township may lay flat and/or relocate any unstable headstone if, in the judgment of cemetery maintenance staff, it creates a hazard.

Flat Marker measuring less than 4 ft squared	\$0
Flat Marker measuring at least 4 ft squared	\$100
Upright marker measuring 1.22 m (4 ft) or less in heights and 1.22 m (4ft) or less in length, including the base	\$200
Upright marker measuring more than 1.22 m (4 ft) in either height or length, including the base	\$400

Contractor

Work to be performed

I, _____ contractor, hereby attest that I hold full and complete insurance coverage that will cover any damage of any kind that may occur in connection with my work on the property of the Kagawong Cedars Cemetery and I hereby accept responsibility for any such damage.

Date: _____ Signature: _____

Insurance Company Name: _____ Policy No. _____



MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0

☎ 705-282-2237 📠 705-282-3142

April 10, 2024

To: The Municipality of Billings and Allan East

VIA EMAIL

Re: Final Requisition Funding for 2024

During a Meeting of Planning Board held on March 26th, 2024 a motion was regularly made, duly seconded and unanimously passed approving/adopting the Budget for 2024. The Budget is detailed within the accompanying documentation, headed Comparison of Actual Revenue and Expenditures for the years 2020 to 2023 and Comparison of Actual Data to Budget for 2024.

Also attached for your information are Funding details for 2024-Weighted Assessment and Comparison of Actual Statistical Data for years 2023 and 2024, as well as the 2023 Financial Statements, as audited and prepared by KPMG Chartered Accountants.

The increase to requisitions for 2024 needs to be 6%. Due to a surplus of funds (+/- \$14,900.00) for the year 2023, the Manitoulin Planning Board agreed that there will be a limit of a 3 % increase to the 2024 municipal requisitions and the additional 3 % will be taken from the 2023 surplus of funds. Your Municipality's share has increased from **15.55%** in 2023 to **15.68%** for 2024.

The Planning Administration Grant from the Province for the delivery of planning services in the unincorporated territory of the planning area accounts for 11.8% of funds provided by the Municipalities and the Province compared to only 8.57% of the total weighted assessment, thereby resulting in a subsidy assisting the Municipalities.

Interim Payments from all Member Municipalities have been received. Thank you for your interim payment of \$9,067.27 leaving a balance of \$9,761.80.

By this letter, your concurrence with the 2024 Budget is respectfully requested by motion of your Council. as well as your final share of funds. On the Funding Details 2024 page, please find your Final 2024 requisition amount highlighted.

Should anyone, including Board Members, Mayors, Reeves, Members of Council or Staff, have any questions or wish to have any clarification of any of the attached data or operation of the Manitoulin Planning Board, please do not hesitate to call or email our office.

Thank you, in advance for your anticipated cooperation and continued support.

Yours truly,

Theresa Carlisle, ACST
Secretary Treasurer
mpbcarlisle@bellnet.ca

Enclosures

Copy: Reeves/Mayors
Board Members



MANTOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0
☎ 705-282-2237 📠 705-282-3142

COMPARISON OF ACTUAL REVENUE AND EXPENDITURES 2020 to 2023 BUDGET 2024 - AS APPROVED MARCH 26 2024 Prepared March 27 2024

COMPARISON OF ACTUAL REVENUE AND EXPENDITURES TO BUDGET

	2020 Actual	2021 ACTUAL	2022 EST. ACTUAL	2023 Est. ACTUAL	2024 Budget	2023 Budget	2023 Est. ACTUAL	Variance
REVENUE								
Official Plan 2012/13 Deferred Revenue	0.00	7,841.90	0.00	0.00	0.00	0.00	0.00	0.00
2022 Surplus applied to costs of new equipment				8,000.00	0.00	8,000.00	8,000.00	
Accumulated Surplus applied to Budget				11,000.00	18,090.24	11,000.00	11,000.00	
2021 Surplus to apply to outstanding costs of Natural Heritage System and 96-01 Zoning By- law Update			12,972.00	0.00	0.00	0.00	0.00	
Req. To Municipalities - Operations	112,532.00	114,439.00	114,439.00	116,603.00	120,101.09	116,603.00	116,603.00	0.00
Interest Earned	365.00	370.00	370.00	1,241.00	1,240.00	370.00	1,241.00	871.00
Misc. Income (Copy fees, GIS Invoices)	197.04	230.40	60.00	0.00	200.00	200.00	0.00	-200.00
Application Fees	25,900.00	80,875.00	78,987.00	67,223.22	68,000.00	68,000.00	67,223.22	-776.78
GRANTS			0.00					
Planning Administration Grants (Note 1)	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	0.00
Business Case Funding - Mailout and Body Camera					1,198.00			
Business Case Funding - Zoning Bylaw			5,091.00	0.00	0.00	0.00	0.00	
NHS Business Case Deferred Revenue	0.00	360.05	8,963.20	0.00	0.00	0.00	0.00	
Business Case Funding - Zoning Meeting		599.99	226.01	0.00	0.00	0.00	0.00	
Business Case Funding - COOP 2021		0.00	2,540.00	0.00	0.00	0.00	0.00	
Business Case Funding - Computer		1,299.99	0.00	0.00	0.00	0.00	0.00	
Zoning By-law update reimbursal			0.00	11,036.00	0.00		11,036.00	
TOTAL REVENUE	155,067.04	222,089.33	239,721.21	231,176.22	224,902.33	220,246.00	231,176.22	
EXPENDITURES			0.00					
Administration			0.00					
Salaries	100,020.00	102,017.00	109,187.97	134,400.00	139,915.00	134,400.00	134,400.00	0.00
Contribution in Lieu of Benefits	10,000.00	10,202.00	10,671.00	12,000.00	12,360.00	12,000.00	12,000.00	0.00
Staff Bonus	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	
Payroll Expenses (Note 2)	11,865.00	12,500.00	14,127.80	15,743.00	18,187.33	15,743.00	15,743.00	0.00
Honorariums	3,830.00	8,360.00	7,660.00	5,900.00	7,500.00	8,000.00	5,900.00	-2,100.00
Travel Expense - Board Members	996.05	0.00	2,193.87	3,009.91	2,400.00	2,400.00	3,009.91	609.91
- Office Staff	135.00	272.50	758.88	586.29	1,000.00	1,500.00	586.29	-913.71
Office and Other Expenses			0.00					
Property Insurance	2,701.00	2,750.00	2,941.80	3,345.62	3,400.00	3,000.00	3,345.62	345.62
Rent	10,370.00	10,580.00	10,785.00	10,983.00	11,222.00	10,983.00	10,983.00	0.00
Communications	1,853.68	1,801.71	2,026.80	2,173.64	2,500.00	2,050.00	2,173.64	123.64
Postage	643.74	1,324.60	628.29	659.00	1,000.00	1,000.00	659.00	-341.00
Copying & Supplies	1,534.31	3,650.07	4,755.54	3,290.70	3,500.00	5,000.00	3,290.70	-1,709.30
Books, Publications & Memberships	289.15	1,063.74	455.00	402.00	850.00	500.00	402.00	-98.00
Advertising	199.15	241.14	1,526.01	161.96	700.00	1,000.00	161.96	-838.04
Auditor's Fee	4,395.10	4,400.00	4,620.00	9,299.90	7,500.00	4,620.00	9,299.90	4,679.90
Conferences, Seminars & Workshops	0.00	221.24	0.00	3,037.12	5,000.00	3,000.00	3,037.12	37.12
Legal Fees	0.00	864.22	0.00	41.20	0.00	1,000.00	41.20	-958.80
Professional Development	0.00	0.00	0.00	0.00	700.00	500.00	0.00	-500.00
Equipment	1,657.00	888.99	0.00	5,677.63	200.00	8,000.00	5,677.63	-2,322.37
Bank Fees	270.00	277.00	32.00	2.00	0.00	50.00	2.00	-48.00
Amortization	0.00	1,000.00	1,000.00	1,021.00	1,000.00	1,000.00	1,021.00	21.00
			0.00					0.00
SPECIAL PROJECTS			0.00					
96-01 Zoning By-law Update (By-law 2022-05)			12,513.00		0.00	0.00		
Natural Heritage System Project	0.00	360.05	14,515.50		0.00	0.00		
Business Case Funding - Zoning Meeting		599.99	226.01	0.00	0.00	0.00	0.00	
Business Case Funding - COOP 2021		0.00	2,540.00	0.00	0.00	0.00	0.00	
Business Case Funding - Computer		1,299.99	0.00	0.00	0.00	0.00	0.00	
Business Case Funding - Mailout and Body Camera					1,198.00			
Official Plan	0.00	7,841.90	0.00	0.00	0.00	0.00	0.00	0.00
GIS Implementation/Maintenance Plan	4,070.00	4,070.00	4,100.00	4,500.00	4,770.00	4,500.00	4,500.00	0.00
TOTAL EXPENDITURES	154,829.18	176,566.14	212,264.47	216,233.97	224,902.33	220,246.00	216,233.97	
Excess Revenue over Expenditures	237.86	45,523.19	27,456.74	14,942.25	0.00	0.00	14,942.25	

Note 1: Planning Administration Grant represents a Provincial Grant in payment of services performed in the Unorganized Townships based on a formula of

Planning Functions Performed and the Number of Households in the Unorganized Townships and Areas.

Note 2: Payroll Expenses consist of the Board's share of C.P.P., E.I., E.H.T. & W.S.I.B.

FUNDING DETAILS FOR 2024 - Weighted Assessment - March 27th 2024

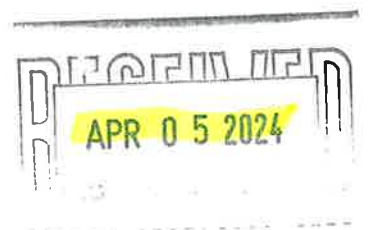
Municipalities	For Comparison to 2023					Interim		Final	
	2024 Assessment	%	2024 Shares	2023 Assessment	%	2023 Shares	Requisition	Received	Received
Assignack	\$ 192,662,714.00	16.39%	\$ 19,684.63	\$ 192,771,003.00	16.43%	\$ 19,163.66	\$ 9,581.83	\$ 10,102.80	
Gore Bay	\$ 73,549,640.00	6.26%	\$ 7,514.67	\$ 72,274,900.00	6.16%	\$ 7,184.96	\$ 3,592.48	\$ 3,922.20	
Billings and Allan East	\$ 184,288,950.00	15.68%	\$ 18,829.07	\$ 182,418,900.00	15.55%	\$ 18,134.54	\$ 9,067.27	\$ 9,761.80	
Burpee and Mills	\$ 76,655,497.00	6.52%	\$ 7,832.00	\$ 77,262,417.00	6.59%	\$ 7,680.77	\$ 3,840.39	\$ 3,991.62	
Central Manitoulin	\$ 411,399,257.00	35.00%	\$ 42,033.26	\$ 408,172,247.00	34.80%	\$ 40,577.02	\$ 20,288.51	\$ 21,744.75	
Cockburn Island	\$ 10,928,450.00	0.93%	\$ 1,116.58	\$ 12,451,550.00	1.06%	\$ 1,237.83	\$ 618.92	\$ 497.66	
Gordon/Barrie Island	\$ 147,955,505.00	12.59%	\$ 15,116.83	\$ 147,903,716.00	12.61%	\$ 14,703.33	\$ 7,351.67	\$ 7,765.16	
Tehkummah	\$ 78,045,692.00	6.64%	\$ 7,974.04	\$ 79,677,753.00	6.79%	\$ 7,920.89	\$ 3,960.45	\$ 4,013.59	
TOTAL Municipalities	1,175,485,705.00	100	120,101.09	1,172,932,486.00	100	116,603.00			
PROVINCE OF ONTARIO									
TOTAL UNORGANIZED TOWNSHIPS	110,226,782.00		16,073.00	110,226,782.00		16,073.00			
TOTAL PLANNING AREA	1,285,712,487.00		136,174.09	1,283,159,268.00		132,676.00			
RATIO OF ASSESSMENT/FUNDS	Assessment %		Funds %	Assessment %		Funds %			
Municipalities	91.43		88.20	91.41		87.89			
Province of Ontario	8.57		11.80	8.59		12.11			
Total	100		100	100		100			

Financial Statements of

THE MANITOULIN PLANNING BOARD

And Independent Auditor's Report thereon

Year ended December 31, 2023





Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

THE MANITOULIN PLANNING BOARD

Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
Financial Assets		
Cash	\$ 89,418	\$ 124,809
Investments (note 3)	61,275	25,109
Accounts receivable	-	13,508
	150,693	163,426
Financial Liabilities		
Accounts payable and accrued liabilities (note 4)	32,052	21,180
Deferred contributions (note 5)	4,018	4,018
	36,070	25,198
Net financial assets	114,623	138,228
Non-Financial Assets		
Tangible capital assets (note 6)	5,383	976
Prepaid expenses	1,104	1,059
	6,487	2,035
Commitment (note 7)		
Accumulated surplus (note 8)	\$ 121,110	\$ 140,263

See accompanying notes to financial statements.

Approved on behalf of the Board of Directors:

Director

Director

THE MANITOULIN PLANNING BOARD

Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (note 9)	2023 Actual	2022 Actual
Annual surplus (deficit)	\$ (11,000)	\$ (19,153)	\$ 26,111
Acquisition of tangible capital assets	(8,000)	(5,428)	-
Amortization of tangible capital assets	1,000	1,021	628
Change in prepaid expenses	-	(45)	(160)
Change in net financial assets	(18,000)	(23,605)	26,579
Net financial assets, beginning of the year	138,228	138,228	111,649
Net financial assets, end of the year	\$ 120,228	\$ 114,623	\$ 138,228

See accompanying notes to financial statements.

THE MANITOULIN PLANNING BOARD

Notes to Financial Statements

Year ended December 31, 2023

The Manitoulin Planning Board (the "Board") is a not-for-profit organization which provides planning and zoning services to contributing municipalities and residents of Manitoulin Island, Ontario.

1. Significant accounting policies:

The financial statements of the Board are prepared by management in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Board are as follows:

(a) Basis of accounting:

Sources of financing and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

(b) Deferred contributions:

Funding received under funding arrangements which relate to a subsequent fiscal year are recorded as deferred contributions and are recognized as revenue in the year to which they relate. Unexpended portions of grants received for specific purposes are reflected as deferred contributions and are recognized as revenue in the year they are expended.

(c) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, design, construction, development, improvement or betterment of the tangible capital asset. The cost, less residual value, of the tangible capital assets, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Furniture and equipment	5
Leasehold improvements	10

(d) Revenue recognition:

Government grants and transfers are recognized in the financial statements as revenues in the period in which events rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Fees are recognized as revenues in the period in which they are earned and received.

THE MANITOULIN PLANNING BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

2. Change in accounting policies:

The Board adopted the following standards concurrently beginning January 1, 2022 prospectively: PS 1201 Financial Statement Presentation, PS 2601 Foreign Currency Translation, PS 3041 Portfolio Investments and PS 3450 Financial Instruments.

PS 1201 Financial Statement Presentation replaces *PS 1200 Financial Statement Presentation*. This standard establishes general reporting principles and standards for the disclosure of information in government financial statements. The standard introduces the Statement of Remeasurement Gains and Losses separate from the Statement of Operations. Requirements in

PS 2601 Foreign Currency Translation, *PS 3450 Financial Instruments*, and *PS 3041 Portfolio Investments*, which are required to be adopted at the same time, can give rise to the presentation of gains and losses as remeasurement gains and losses.

PS 2601 Foreign Currency Translation replaces *PS 2600 Foreign Currency Translation*. The standard requires monetary assets and liabilities denominated in a foreign currency and nonmonetary items denominated in a foreign currency that are reported as fair value, to be adjusted to reflect the exchange rates in effect at the financial statement date. Unrealized gains and losses arising from foreign currency changes are presented in the new Statement of Remeasurement Gains and Losses.

PS 3041 Portfolio Investments replaces *PS 3040 Portfolio Investments*. The standard provides revised guidance on accounting for, and presentation and disclosure of, portfolio investments to conform to *PS 3450 Financial Instruments*. The distinction between temporary and portfolio investments has been removed in the new standard, and upon adoption, *PS 3030 Temporary Investments* no longer applies.

PS 3450 Financial Instruments establishes accounting and reporting requirements for all types of financial instruments including derivatives. The standard requires fair value measurement of derivatives and portfolio investments in equity instruments that are quoted in an active market. All other financial instruments will generally be measured at cost or amortized cost. Unrealized gains and losses arising from changes in fair value are presented in the Statement of Remeasurement Gains and Losses. A statement of remeasurement gains and losses has not been included as there are no matters to report therein.

Establishing fair value

The fair value of guarantees and letters of credit are based on fees currently charged for similar agreements or on the estimated cost to terminate them or otherwise settle the obligations with the counterparties at the reported borrowing date.

Fair value hierarchy

The following provides an analysis of financial instruments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 based on the degree to which fair value is observable:

- Level 1 – fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical assets or liabilities;
- Level 2 – fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e., as prices) or indirectly (i.e., derived from prices); and

THE MANITOULIN PLANNING BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

7. Commitment:

The Board has entered into an arrangement to lease premises with The Corporation of the Town of Gore Bay commencing August 1, 2023, and ending December 31, 2027. Future expected payment is as follows:

2024	\$ 12,681
2025	12,941
2026	13,201
2027	13,462

8. Accumulated surplus:

	2023	2022
Internally restricted reserve fund	\$ 60,412	\$ 60,412
Invested in tangible capital assets	5,383	976
General surplus	55,315	78,875
	\$ 121,110	\$ 140,263

9. Budget information:

The budget adopted by the Board on February 28, 2023 was not prepared on a basis consistent with that used to report actual results according to Public Sector Accounting Standards. As a result, the budget figures presented in the statement of operations and accumulated surplus and change in net financial assets represent the budget adopted by the Board with adjustment as follows:

Annual surplus per budget approved by the Board	\$ —
Add:	
Capital acquisitions	8,000
Less:	
Contributions from reserves	(19,000)
Deficit per financial statements	\$ (11,000)

Theresa Carlisle

From: Jake [jaked@manitoulinplanning.ca]
Sent: April 8, 2024 11:55 AM
To: 'Theresa Carlisle'
Subject: FW: Final FS Copy
Attachments: 2023-12-31 The Manitoulin Planning Board-FS.pdf

I've reviewed the Final copy of the Financial Statements, and found no changes between them and the draft that the Board approved at the March 26 Board Meeting.

Jake Diebolt
GIS Technician
Manitoulin Planning Board
Email: jaked@manitoulinplanning.ca
Phone: 705-282-2237

Please acknowledge receipt of this email

From: Filippetto, Valerie [<mailto:vfilippetto@kpmg.ca>]
Sent: April 5, 2024 2:43 PM
To: Jake
Cc: Cecchetto, Tiffany L
Subject: Final FS Copy

Hi Jake,

See attached for your final statements "clean" copy!

Thanks and have a great weekend,

Valerie Filippetto (Speirs), CPA
Senior Manager, Enterprise – Audit
Directrice Principale, Vérification
KPMG LLP.

Times Square Mall
1760 Regent Street, Unit 4
Sudbury ON P3E 3Z8

T 705-669-2523
F 705-675-7586
vfilippetto@kpmg.ca || Connect with me on [LinkedIn](#)

This email was sent to you by [KPMG \(http://info.kpmg.ca\)](http://info.kpmg.ca). To sign up to receive event invitations and other communications from us (we have some informative publications that may be of interest to you), or to stop receiving electronic messages sent by KPMG, visit the [KPMG Online Subscription Centre \(http://subscribe.kpmg.ca\)](http://subscribe.kpmg.ca).

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Our lawyers have recommended that we provide certain disclaimer language with our messages. Rather than including them here, we're drawing your attention to the following links where the full legal wording appears.

- **[Disclaimer concerning confidential and privileged information/unintended recipient](http://disclaimer.kpmg.ca)** (<http://disclaimer.kpmg.ca>).
- **[Disclaimer concerning tax advice](http://taxdisclaimer.kpmg.ca)** (<http://taxdisclaimer.kpmg.ca>).

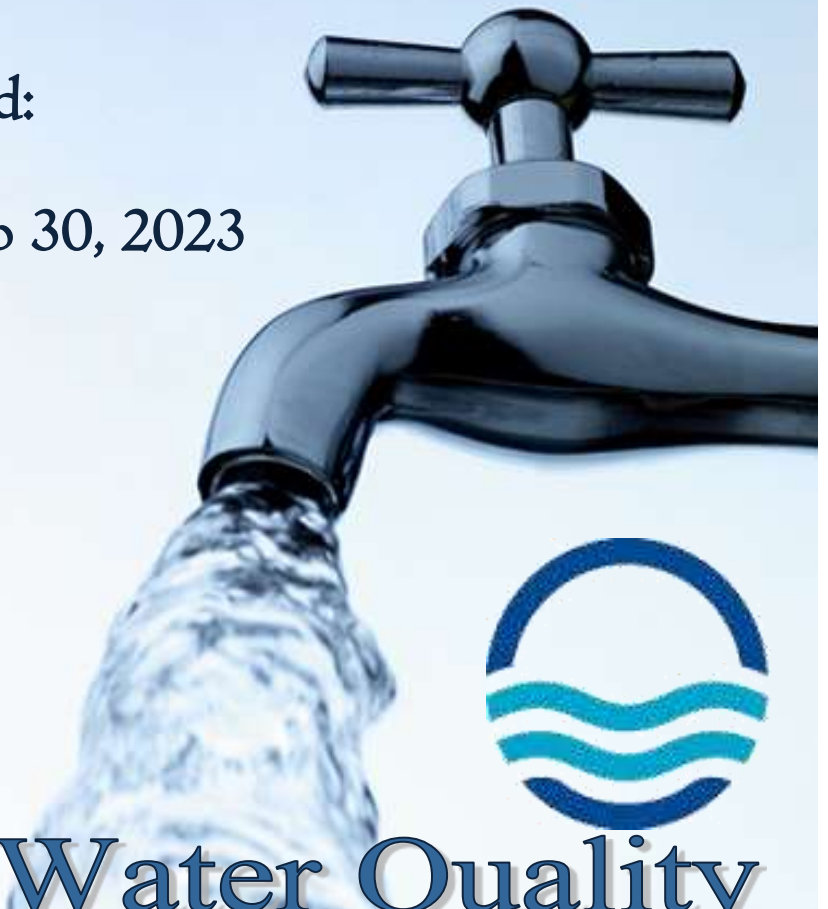
If you are unable to access the links above, please cut and paste the URL that follows the link into your browser.

The Corporation of the Township of Billings

2023 Management Review Minutes

Review Period:

October 1, 2022 – Sep 30, 2023



Drinking Water Quality Management System

Meeting Date: November 22, 2023

Attendance: Keith Stringer – OCWA Operations Management, Sarah Beaulieu – OCWA PCT, Leslie Campbell – OCWA PCT

Minutes of Review Provided to: Pat Albert – Interim Regional Manager, Allyson Kirk – Safety, Process and Compliance Manager, Natalie Wagar – QEMS Rep & PCT, Sarah Beaulieu – QEMS Rep & PCT, Leslie Campbell – QEMS Rep & PCT Keith Stringer - Sr. Operations Manager, Kevin Woostenenk – Facility Operator, Tiana Mills – Town of Kagawong

****** All reference to MOE, MOECC or MECP means Ministry of the Environment, Conservation and Parks

List of Action Items Created Through the Management Review Process

Action Items Resulting from Review			
Root Location of Action Within Minutes	Action Item	Personnel Responsible	Proposed Timeline
Incidents of Regulatory Non-Compliance	Add FBW CI2 field to rounds sheets and Wiski so data can be tracked consistently.	PCT	March 31, 2024
Incidents of Regulatory Non-Compliance	Set up FBW CI2 running annual average calculator spreadsheet.	PCT	March 31, 2024
Incidents of Regulatory Non-Compliance	Update flow meter calibration annual work orders so dates accurately reflect next due date of February 26, 2025.	Operations Management/Maximo Champion	June 30, 2024
Deviations from Critical Control Point (CCP) Limits	Ensure CT is calculated and detailed in log book when low CI2 alarms are received.	Operations Staff	Ongoing
Operational Performance	In order to ensure that the distribution hydrants & valves list remains current a WO should be set up for the distribution operator(s) to verify the accuracy of the list once per year.	Maximo Champion/Distribution Operator(s)	June 30, 2024
Operational Performance	In order to ensure the clients are advised of any distribution maintenance/repair requirements and deficiencies a WO should be assigned to the Sr. Ops Manager to send the clients a deficiency list once per year.	Maximo Champion/Distribution Operator(s)	June 30, 2024
Operational Performance	PDM Data corrections including PTTW exceedances that are not real need to be completed monthly as per Maximo WO.	Operator	Ongoing
Internal and Third Party Audits	Update DWQMS Element 10 minimum competencies list to reflect O. Reg 128/04 in terms of licensing levels required to act as ORO. This item had not yet been completed at time of 2023 management review but has since been completed.	PCT	Completed February 20, 2024
Internal and Third Party Audits	DWQMS Element 15 Infrastructure Maintenance, Rehabilitation and Renewal – Verify that new asset	PCT	Completed December 7, 2023

	procedure reflects the current process being followed.		
The Risk Assessment Process	Update RA to increase likelihood of frazzle ice to three (3).	PCT	June 30, 2024
The Risk Assessment Process	Update RA to remove references to CT for Zebra Mussel pump failure.	PCT	June 30, 2024
The Risk Assessment Process	Line 85 on the RA should be revised to read "unable to meet log removal requirements"	PCT	June 30, 2024
The Risk Assessment Process	Update RA to indicate that we keep spare analyzers at the Espanola Hub office in case of analyzer failure.	PCT	June 30, 2024
The Risk Assessment Process	Update RA to include new Forest Fire Evacuation Procedure.	PCT	June 30, 2024
The Risk Assessment Process	Update major municipal fire likelihood in RA to two (2).	PCT	June 30, 2024
The Risk Assessment Process	Update water tower loss of pressure likelihood in RA to three (3).	PCT	June 30, 2024
Action Items from Previous Management Reviews	Action item in relation to updating the DWWP to remove the pH adjustment system can be closed as the MECP has indicated that any updates received will be reflected in the next DWWP renewal.	PCT	Completed February 1, 2024
Infrastructure Review	Form 2 required for PRV replacement required.	Operations Staff	Completed March 15, 2024

Incidents of Regulatory Non-Compliance

Non compliances are reported to the local MECP inspector or can be identified within an inspection report.

- The facility had zero (0) non-compliances identified during the latest MECP inspection which took place on May 18, 2023.
- There had been no report received for the inspection that took place on September 27, 2022 at the time of the 2022 management review. The inspection report has since been received and we can confirm that there were two (2) non-compliances identified during that MECP inspection:
 - During the MDWL renewal process an additional sampling parameter was added to

Schedule C, Table 3. Total Chlorine residual in effluent waste water discharged to the natural environment must be sampled monthly with annual average concentration recalculated monthly. Average concentrations exceeding 0.02mg/l, are reportable within 72 hours of month end. The operator was not aware of this new requirement. It is noted that the distance to the nearest waterbody from the point of discharge is approximately 1 km. OCWA indicates the sampling plan will be adjusted to reflect the new parameter. (*Action Item*)

- Treated and raw water flow meters are required to be calibrated annually. Due to administrative issues this was accomplished 2 months later than required. There is no indication that meters were inaccurate. (*Action Item*)
- No non-compliances were reported to the MECP during the review period.

Incidents of Adverse Drinking Water Tests

The drinking water regulation identifies particular indicators of Adverse Water Quality Incidents (AWQI) which must be reported to the MECP and the MOH.

- There were two (2) AWQIs reported during the review period:
 - AWQI# 162008 - Shut off water to part of the town to tie in new water main. About 16 homes and 1 business were affected. A self-imposed boil water advisory was issued until three bacti samples came back clear.
 - AWQI# 162162 - Tower off line for inspection inside the tower itself and plant running on a high lift pump with the pressure switch closed to send a false reading so the pump reads zero and never stops. Tries to fill the tower and feed the town. At 17:51 hours the tower read 100% full and pumps stopped and caused a low pressure event in the town. This was caused by a mechanical failure. Health unit imposed a boil water advisory until sample results came back clear.

Deviations from Critical Control Point (CCP) Limits

Critical Control Points (CCP) are established through the Risk Assessment exercise and are monitored through the SCADA and Wonderware systems.

- After hour deviations are recorded through call out reports and are completed by responding operators.
- Many call outs were related to power outages.
- Multiple callouts for low Cl₂. CT not always being recorded in log book when these occur. These were caused by a variety of reasons and there is not one issue repeating. (*Action Item*)

Operational Performance

Performance is evaluated by reviewing the MECP's latest inspection rating as well as the programs put in place by the Operating Authority.

- A grade of 0/469 was given to the facility by the MECP inspector during the latest inspection providing a score of 100%.
- All four (4) flow meter verifications passed in 2023. Maximo WO target dates need to be updated to accurately reflect the next due date of February 26, 2025. (**Action Item**)
- In order to ensure that the distribution hydrants & valves list remains current a WO should be set up for the distribution operator to verify the accuracy of the list once per year. (**Action Item**)
- In order to ensure clients are aware of any distribution maintenance/repair requirements and deficiencies a WO should be assigned to the Sr. Ops Manager to send the clients a list once per year. (**Action Item**)
- There are still a number of power outages occurring throughout the year.
- Elogs look to be complete and in good order aside from the lack of CT data recorded.
- There are some corrections to be made to PDM data. Operator should be making corrections on a monthly basis as per the WMS work order. (**Action Item**)

Raw Water Supply and Drinking Water Quality Trends

Raw water and drinking water trends are monitored through OCWA's SCADA and Wonderware systems and numerical data is maintained within our Process Data Management (PDM) program.

- Raw Water Assessment:
 - Assessments were completed in 2021 and showed no degradation of the source.
 - Raw water assessment to be completed in 2024.
- Lead:
 - Historically low lead results and good alkalinity.
 - Full lead sampling to take place in 2024.
- THM and HAA sample results currently manageable:
 - Current THM values: 57.3 ug/L (Limit is 100 ug/L)
 - Current HAA values: 40.0 ug/L (Limit is 80 ug/L)

Consumer Feedback

Community complaints are reported to the Operating Authority, either directly from consumers or through the Municipal office.

- No community complaints were received by the Operating Authority during this review period.

Internal and Third Party Audits

Internal audits are undertaken by the Operating Authority while external audit are performed by a third party. Any opportunities for improvement (OFI) listed within the reports are either implemented as preventive actions or are discarded as not being required.

- The off-site (surveillance) External Audit was completed on June 7, 2023. A total of zero (0) Minor NCs and one (1) OFI was identified by the auditor:
 - Element 21 Continual Improvement - Consider adding comments/dates as appropriate in the Verification of Effectiveness columns for the 2 Corrective Actions associated with the 2022 External Audit. We have implemented this OFI.
- The Internal Audit was completed on May 23, 2023. A total of zero (0) Minor NC and two (2) OFIs were identified by the auditor:
 - Element 10 Competencies - Required minimum competencies list indicates that a level 2 license is required to act as ORO/OIC when in fact that is not the case. Element should be revised to reflect O. Reg 128/04. (**Action Item**)
 - Element 15 Infrastructure Maintenance, Rehabilitation and Renewal - No evidence that new asset procedure is being followed for entry of new assets into WMS. Currently no employee is assigned to this task. There is an opportunity to have the Maximo champion trained in asset management by the Maximo team. (**Action Item**)

Consideration of Applicable Best Management Practices

Best management practices found on the facility's latest inspection report, published by the Ministry of the Environment or found through other means are reviewed at least every 36 months.

- There were six (6) BMPs to reviewed from the inspection which took place on May 24, 2022. While this inspection falls outside of this review period the inspection report had not been received in time to be included with the 2022 management review so we are including the result in this year's review:
 - Please see attached appendix titled BMPs from KAGAWONG drinking water inspection report 2022 for BMPs.
- There were six (6) BMPs to reviewed from the inspection which took place on May 18, 2023:
 - Please see attached appendix titled BMPs from Kagawong drinking water system inspection report 2023 for BMPs. Many of these are the same BMPs from the previous year.

The Risk Assessment Process

Hazardous events are identified and control measures established for each. Risk assessments are required to be verified annually and re-assessed for the system every 36 months.

- The risk assessment was reviewed during the management review meeting and requires some updates. These items have been added to the list of action items above:
 - Update RA to indicate that we keep spare analyzers at the Espanola Hub office in case of analyzer failure. (**Action Item**)
 - Update RA to include new Forest Fire Evacuation Procedure. (**Action Item**)
 - Update RA to increase likelihood of frazzle ice to three (3). (**Action Item**)
 - Update RA to remove references to CT for Zebra Mussel pump failure. (**Action Item**)

- Update RA line 85 to indicate “unable to meet log removal requirements”.
 - Update likelihood of Major Municipal fire to two (2).
 - Update likelihood of water tower loss of pressure to three (3).
- The review and 36 month re-write is due to be completed by management in 2024.

Emergency Response Testing

OCWA maintains 6 mandatory contingency plans which cover the majority of possible emergency situations. Each contingency must be tested annually and each must be reviewed every 5 years.

- The ‘Security Breach’ contingency will be tested at our hub meetings in November of 2023:
 - A scenario will be reviewed and a tabletop exercise will be completed.

Action Items from Previous Management Reviews

Action items are initiated when deficiencies are found within the Quality Management System. Previous management review records are inspected on a continual basis.

- Action item in relation to updating the DWWP to remove the pH adjustment system can be closed as the MECP has indicated that any updates received will be reflected in the next DWWP renewal. (*Action Item*)
- Open action item from 2019: There are no details regarding maintenance and ownership of the private distribution lines. Most recent update indicates (22-Mar-22) The owner has not done any work on creating a maintenance plan at this time.

Status of Other Actions Items Identified Between Reviews

Action items are sometimes initiated in response to other audits or incidents.

- There were no action items identified between reviews.

Changes That Could Affect the Quality Management System

This discussion is held to examine any changes which have occurred within the Organization, the Municipality or the Quality Management System.

- OCWA has new onboarding training program.
- Upcoming split of facilities amongst PCTs.
- Staffing availability for audits and management reviews.
- New external auditors and external audit reports.

Resources Needed to Maintain the DWQMS

Resources are defined as those things needed to implement or maintain the QMS such as physical work, financial resources and time involved by personnel.

- New operator will require DWQMS training.
- Information on DWQMS 3.0.

Infrastructure Review

An infrastructure review is required annually by contractual obligations and DWQMS requirements. Infrastructure is assessed and recommendations are made to maintain or optimize the facility.

- High lift PRV replacement – form 2 needed for this.
- Bulk water station installed for public access.
- Water tower cleaning and inspection completed.

Operational Plan: Currency, Content, Updates

The DWQMS requires the Operating Authority to documents QMS for the drinking water system in the form of an Operational Plan.

- Updates made to OP-07 to include clause that indicates that the Sr. Ops Manager as part of the yearly Management Review meeting performs annual risk assessment reviews.
- Updates made to OP-13 Essential Services and Supplies - Added new clause 3.4 in relation to the supply of Essential Supplier Letters to local suppliers not procured through corporate procurement.
- Updates made to DWQMS Element 10 Competencies - Update minimum competencies list to reflect O. Reg 128/04 in terms of licensing levels required to act as ORO.

Staff Suggestions, Recommendation for Improvement

Staff suggestions are made, either directly to the Manager or the Process and Compliance Technician, and are reviewed during the Management Review.

- There were no staff suggestions.

Next Management Review Meetings

- Scheduled for October 2024.

Kagawong Drinking Water System – Best Practice Recommendations

1. Ensure HAB plan (hard copy) is on site since operator doesn't have access to a shared drive at the Kagawong plant.
2. Within the last inspection report it was noted that the basement ceiling coating was decaying in large strips at a location under the first-floor chemical overflow holding area. The operator investigated and in October of 2021 placed spill containment under the chlorine day tank and cleaned pit below. Please continue to monitor area.
3. Within the last inspection report reference was made to cracks in the basement walls on exterior of clearwell. A report from the May 22, 2015, clearwell inspection by PW Makar Coatings Inspection Ltd. provides recommendations including continuing with inspections every 3 years and a suggestion that OCWA engineers appraise concrete cracking. The operator indicates cracks in wall of the clearwell as seen in the basement of the water plant have not progressed, and he will continue to monitor any progression. OCWA should consider an engineering appraisal.
4. Though wet well and screens were inspected and cleaned this past year, the lowlift building at the lakeshore requires some maintenance as rainwater seeps in under the main door.
5. The operating authority should examine future staffing requirements in the hub as the current roster of licenced operators meet requirements but sickness, leaves, retirements, etc. could become problematic.
6. A monthly review of sampling results versus the requirements of the sampling plan should occur to avoid missing samples.
7. The MDWL and the DWWP should be reviewed with affected operators at least annually.
8. Ensure all CT calculations reflects new SOP including new baffle factor of 0.5 and free chlorine residual lockout set point of 0.95mg/l.

OCWA submitted a revised SOP to the Ministry's Approvals Branch during the CT review process required for renewal of the MDWL. The document referenced a lockout setpoint of 0.95mg/l, in response to the change of baffle factor (from 0.7 to 0.5). The operating authority has changed the plant lockout set point from 0.8mg/l to 0.95mg/l since the inspection.

Note that the legislative minimum for alarm set point, according to Table 6, Schedule 6 of Regulation 170 is 0.1mg/l less than that required to achieve primary disinfection.

It is also noted that CT calculations do not include the tower or the piping from plant to tower. Though it is possible to change formula, this would necessitate further engineering calculations and further controls on directly feeding the distribution system from the plant.

9. Filter efficiency is an important indicator of the safety of drinking water. As efficiency levels drops the rating also serves a trigger for the operator to take action to control turbidity. Filter efficiency calculations at month end are an automated function but it is recommended that a review by a SCADA programmer occur to assess accuracy of the calculation in response to the operator's comments in July 2022 regarding the possibility of treated water turbidity measurements influencing the auto-calculation. Also filter #2 turbidity levels appear static during months of February, May and June. The operating authority should document findings and take actions as necessary to ensure accurate filter efficiency calculations including the operator continuing to track number of minutes of actual turbidity in excess of 0.1NTU per filter.
10. In 2021, a Form 2 was written, but not signed by Municipality, for the expected removal of the pH system. This needs to be completed.
11. In 2011, divers noted 60% zebra mussel coverage, which increased to 100% in 2019. In May 2019, divers returned and inspected the intake lines. Though unable to access the zebra mussel control system, divers did find the intake structure to be in generally good condition. Recommendations included cleaning intake screen at least every two years and examining and repairing as necessary straps holding down the chlorine carrier pipe.

Kagawong Drinking Water System – Best Practice Recommendations

1. Within former inspection reports it was noted that the basement ceiling coating was decaying in large strips at a location under the first-floor chemical overflow holding area. The operator investigated and in October of 2021 placed spill containment under the chlorine day tank and cleaned pit below. During 2022, dehumidifiers were replaced. Operator should continue to monitor area.
2. Within former inspection reports reference was made to cracks in the basement walls on exterior of clearwell. A report from the May 22, 2015, clearwell inspection by PW Makar Coatings Inspection Ltd. provides recommendations including continuing with inspections every 3 years and a suggestion that OCWA engineers appraise concrete cracking. The operator indicates cracks in wall of the clearwell as seen in the basement of the water plant have not progressed, and he will continue to monitor any progression. OCWA should consider an engineering appraisal.
3. Though wet well and screens were inspected and cleaned this past year, the lowlift building at the lakeshore requires some maintenance as rainwater seeps in under the main door.
4. The MDWL and the DWWP should be reviewed with affected operators at least annually.
5. Filter efficiency is an important indicator of the safety of drinking water. As efficiency levels drop the rating serves as a trigger for the operator to take action to control turbidity. Filter efficiency calculations at month end are an automated function but don't always reflect information provided in monthly data sets. It is therefore recommended that an annual review by a SCADA programmer occur to assess accuracy of automated filter efficiency calculation.

Further the operator should continue to document number of minutes of filter run time with turbidity > 0.1NTU in order to calculate filter efficiency manually.

6. In 2011, divers noted 60% zebra mussel coverage, which increased to 100% in 2019. In May 2019, divers returned and inspected the intake lines. Though unable to access the zebra mussel control system, divers did find the intake structure to be in generally good condition. Recommendations included cleaning intake screen at least every two years and examining and repairing as necessary straps holding down the chlorine carrier pipe. In 2022, new chlorine lines were installed.



TOWN OF SHELburne

COUNCIL RESOLUTION

No. 08

Date: 3/25/24

Moved: Councillor Benotto

Seconded by: Councillor Wegener

BE IT RESOLVED THAT Council of the Town of Shelburne encourages all levels of government to eradicate all forms of racism especially Islamophobia and antisemitism, and that this motion be sent to our MP and MPP and all municipalities.

CARRIED, W. Mills

Requested Vote to be Recorded

☐

Yes

☒

No

Yea

Nay

Mayor Mills

☐☐

Deputy Mayor Hall

☐☐

Councillor Benotto

☐☐

Councillor Fegan

☐☐

Councillor Guchardi

☐☐

Councillor Sample

☐☐

Councillor Wegener

☐☐



Early Years and Child Care Plan – Parent Consultation Survey 2024

The Manitoulin Sudbury District Services Board (DSB) is inviting parents and caregivers of children ages 0-13 to participate in a survey about your experiences with early learning and licensed child care programs in the District of Manitoulin Sudbury. The survey responses gathered will help guide the development of the Early Years and Child Care Plan in the District of Manitoulin Sudbury. Your feedback is important to us!

The survey will address the following topics:

- Licensed Child Care Programs and Services
- EarlyON Child and Family Centres
- Community Needs

How long will it take? In total, the survey should take approximately ten minutes to complete, depending on which sections(s) are applicable to you and your family. If you wish to have someone contact you regarding any questions or concerns you may have, you may supply your name and contact details at the end of the survey.

Will my answers be anonymous? All answers are anonymous, and your answers will not affect the services or programs you currently receive or may receive in the future. To maintain anonymity, we ask you to avoid using names in your comments.

Completed paper copies may be forwarded to any DSB office or scanned and sent by email to kristin.mcfarlane@msdsb.net. A French copy of the survey is available upon request.

If you have any further questions, please contact the Children's Services Department at csp@msdsb.net.

Licensed Child Care Programs and Services

1. How many children do you have that are under the age of 14?
 - ☐ 0
 - ☐ 1
 - ☐ 2
 - ☐ 3
 - ☐ 4
 - ☐ 5+
2. What municipality do you live in?
 - ☐ Assiginack
 - ☐ Baldwin
 - ☐ Billings
 - ☐ Burpee & Mills
 - ☐ Central Manitoulin
 - ☐ Chappleau
 - ☐ Cockburn Island
 - ☐ Espanola
 - ☐ French River
 - ☐ Gordon & Barrie Island
 - ☐ Gore Bay
 - ☐ Killarney
 - ☐ Markstay-Warren
 - ☐ Nairn & Hyman
 - ☐ NEMI
 - ☐ Sables-Spanish Rivers
 - ☐ St. Charles
 - ☐ Tehkummah
 - ☐ Other
- a. What town do you live in?

3. Do you have children that use or require licensed child care within the District of Manitoulin-Sudbury?
 - ☐ Yes
 - ☐ No (please proceed to Question #30)
4. Is your child(ren) currently enrolled in licensed child care? (Home or Centre Based)?
 - ☐ Yes
 - ☐ No (please proceed to Question #13)

5. Were you able to obtain licensed child care by your required date?

- ☐ Yes (please proceed to Question #8)
- ☐ No

6. What impact did this have on your family? (Select all that apply)

- ☐ My partner or I was unable to keep or get employment, causing financial hardship
- ☐ My partner or I was not able to attend school
- ☐ I found unlicensed care for my child(ren)
- ☐ I made arrangements for another family member to watch my child(ren)
- ☐ None of the above
- ☐ Prefer not to answer
- ☐ Other (Please explain) _____

7. Please take this opportunity to provide any additional comments regarding the impacts of not obtaining licensed child care by your required date:

8. Were you able to get your child(ren) into your preferred child care location?

- ☐ Yes (please proceed to Question #11)
- ☐ No

9. How did this impact your family? (select all that apply)

- ☐ Longer commute to work
- ☐ My children are attending different centres (e.g. my eldest child attends Centre A, while my youngest child attends Centre B)
- ☐ Communication is difficult, as the centre does not use my preferred language
- ☐ None of the above
- ☐ Prefer not to answer
- ☐ Other (Please explain) _____

10. Please provide any additional comments regarding the impacts of not having a placement in your preferred child care location:

11. Please indicate your level of agreement for the following statements:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I feel confident my child is safe while at child care					
I am comfortable addressing concerns with the child care staff					
Child care staff have good communication with parents					
I can count on my provider to be open during regular business hours					
Overall, I am satisfied with my child care arrangements					

12. If you choose disagree or completely disagree, please explain why. (Please then proceed to Question #15)

13. If you do not have access to licensed child care, what impact has this had on your family?

- ☐ My partner or I was unable to keep or get employment, causing financial hardship
- ☐ My partner or I was not able to attend school
- ☐ I found unlicensed care for my child(ren)
- ☐ I made arrangements for another family member to watch my child(ren)
- ☐ None of the above
- ☐ Prefer not to answer
- ☐ Other (Please explain)

14. Please provide any additional comments regarding the impacts of not having access to licensed child care:

15. Do you know how to find child care in your area?

- ☐ Yes
- ☐ No (Please proceed to question #25)

If you are looking for licensed child care services (home or centre-based), please visit [Children's Services Location \(msdsb.net\)](https://msdsb.net/childrens-services-location) for more information.

16. How long (past your preferred start date) have you been waiting or did you wait for a child care placement?

- ☐ 0-3 months
- ☐ 3-6 months
- ☐ 6-9 months
- ☐ 9-12 months
- ☐ 1-2 years
- ☐ 2+ years
- ☐ No applicable

17. Have you declined a child care placement?

- ☐ Yes
- ☐ No (Please proceed to question #19)

18. Why did you decline the placement offered for your child?

- ☐ I did not need the spot since my partner and I are working from home, I will need a placement in the future
- ☐ I already have a spot with a different licensed child care Provider
- ☐ I already have a spot with a private child care Provider
- ☐ I chose to wait for my preferred child care
- ☐ Prefer not to answer
- ☐ Other – Please specify

19. What challenges did you experience accessing licensed child care? (Select all that apply)

- ☐ Cost
- ☐ Accessibility
- ☐ Hours/days
- ☐ Language
- ☐ Culture
- ☐ Transportation
- ☐ Special needs
- ☐ Other – Please explain

20. Did you apply for child care fee subsidy?

- ☐ Yes
- ☐ No (Please proceed to Question #24)

21. How difficult was the child care fee subsidy application process?

- ☐ Very difficult
- ☐ Somewhat difficult
- ☐ Somewhat easy
- ☐ Very easy

22. If somewhat or very difficult, with what aspect of the application did you have difficulties?

23. Do you have any suggestions to make the application process easier?

24. What is the main reason that you chose not to apply for child care fee subsidy?

- ☐ I do not know how to access child care fee subsidy
- ☐ I believe I would not be eligible
- ☐ Prefer not to answer
- ☐ Other – Please explain

For more information about the Child Care Fee Subsidy Program, such as eligibility qualifications and how to apply, please visit: [How to Apply \(msdsb.net\)](https://msdsb.net)

25. Do you have a child(ren) with exceptionalities that require support in their licensed child care setting?

- ☐ Yes
- ☐ No (Please proceed to Question #31)

26. Have you been able to access the supports your child(ren) require in their licensed child care setting?

- ☐ Yes
- ☐ No (Please proceed to Question #31)

27. Please indicate your level of satisfaction with the supports you are receiving:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Child Care Centre					
Resource Program					
Other Specialty Services					

28. If you choose strongly disagree or disagree, please explain why. (Please then proceed to Question #31)

29. What is the main reason that you are unable to access the supports that met your child(ren)'s needs?

30. Please share any comments that you have regarding licensed child care within the district of Manitoulin Sudbury.

EarlyON Child and Family Centres

31. Do you have children ages 0 to 6 years old?

- ☐ Yes
- ☐ No (Please proceed to Question #41)

32. Have you heard of EarlyOn Child and Family Centres?

- ☐ Yes
- ☐ No (Please proceed to Question #42)

For more information and to see the EarlyON Child and Family Centers available in the District of Manitoulin Sudbury, please visit: [EarlyOn Centres \(msdsb.net\)](http://EarlyOnCentres.msdsb.net)

33. Have you attended an EarlyON Child and Family Centre in the last year?

- ☐ Yes
- ☐ No (Please proceed to Question #35)

34. On average, how many times a month do you visit an EarlyON Child and Family Centre?

- ☐ 1 to 3
- ☐ 4 to 7
- ☐ 8 to 10
- ☐ 11+

35. Do you have any barriers to attending an EarlyON Child and Family Centre?

- ☐ No barriers
- ☐ Transportation
- ☐ Hours/days
- ☐ Language
- ☐ Accessibility – Programs are not offered in my area
- ☐ Program options not appealing
- ☐ Prefer not to answer
- ☐ Other – Please specify

36. How did you hear about EarlyON Child and Family Centres?

- ☐ Child Care Centre
- ☐ Community Professional (e.g. Health Unit, etc.)
- ☐ Medical Professional (e.g. doctor, pediatrician, etc.)
- ☐ Social Media
- ☐ Internet
- ☐ Friends/family
- ☐ School
- ☐ Other – Please specify

37. How easy is it to find information about EarlyON Child and Family Centres?

- ☐ Very difficult
- ☐ Somewhat difficult
- ☐ Somewhat easy
- ☐ Very easy

38. What are the reasons that you and your child(ren) attend EarlyON Child and Family Centres? (select all that apply)

- ☐ Breastfeeding support
- ☐ Child development and support
- ☐ Early learning programs (drop-in/stay and play etc.)
- ☐ Parenting programs
- ☐ Participation in workshops, parent discussion groups etc.
- ☐ Pre/post-natal support for families
- ☐ Public Health programs/services
- ☐ Referral from another organization or agency
- ☐ Support services
- ☐ Other – Please specify

39. If your child has exceptional needs, are the EarlyON Child and Family Centres able to support those needs so they can participate in programs and services?

- ☐ Yes
- ☐ No
- ☐ Not applicable

40. What programs or services would you like to see offered at EarlyON Child and Family Centres?

41. Do you have any comments about EarlyON Child and Family Centres within the District of Manitoulin Sudbury that you would like to share?

Community

42. What types of communication regarding early years and licensed child care programs and services would you like to see?

- ☐ Email
- ☐ Social media posts
- ☐ Flyers
- ☐ Other – Please specify

43. Have you moved to the Manitoulin Sudbury District in the past 2 years?

- ☐ Yes
- ☐ No (Please proceed to Question #45)

44. How was your experience in accessing early years and child care programs and/or information related to these programs?

45. How can we make early years and licensed child care more accessible in your community?

46. I am a:

- ☐ Parent
- ☐ Caregiver
- ☐ Grandparent
- ☐ Prefer not to answer
- ☐ Other – Please specify

47. How old are you?

- ☐ 19 and under
- ☐ 20 to 29
- ☐ 30 to 39
- ☐ 40 to 49
- ☐ 50 to 59
- ☐ 60+
- ☐ Prefer not to answer

48. Please indicate if you or a family member self-identify as a member of any of the following designated groups. Select all that apply.

- ☐ Francophone
- ☐ Aboriginal (First Nations, Metis, Inuit)
- ☐ Visible Minorities
- ☐ Ethnic Minorities
- ☐ Newcomer
- ☐ LGBTQ2S+
- ☐ Veteran
- ☐ Person with disabilities
- ☐ Prefer not to answer
- ☐ Not applicable (Please proceed to Question #50)
- ☐ Other – please specify

49. If you or a family identifies as any of the above groups, how often do you feel welcomed in the following environments?

	Never	Sometimes	Often	Always
Licensed Child Care Setting				
EarlyON Child and Family Centre				
School Setting				
In the Community				

50. What school board does your child attend?

- ☐ Algoma District School Board
- ☐ Conseil scolaire catholique du Nouvel-Ontario
- ☐ Conseil scolaire public du Grand Nord
- ☐ Huron Superior Catholic School Board
- ☐ Rainbow District School Board
- ☐ Sudbury Catholic District School Board
- ☐ Other

51. Do you feel that the early years and child care programs in the District of Manitoulin Sudbury are inclusive of your needs?

- ☐ Yes (please proceed to Question #54)
- ☐ No

52. If you feel that the early years and child care programs in the District of Manitoulin Sudbury are not inclusive of your needs, please explain why.

53. Do you have any suggestions to make early years and child care services more inclusive?

54. Please provide any additional feedback you may have regarding early years services in the Manitoulin Sudbury District.

Name: _____

Email: _____

Phone: _____

Do you have additional questions? Contact the MSDSB Children's Services team at csps@msdsb.net

Moray Watson: Oral Presentation

Delegation to Council meeting of April 2, 2024

'2024 Draft Budget - Errors, Omissions and Deficiencies With Respect to the Water System'

Good evening.

Two weeks ago Council passed the 2024 budget. You gave it effusive praise for how easy it was to understand. And yet the budget contained numerous errors and failed to provide the most basic of information necessary to determine if the Township's operations are on sound financial footing.

Who can tell me what the Township's total reserves were at the end of 2023? Who can tell me what the expected general surplus is for 2024? Who can tell me what the water system surplus is? Who can tell me what the projected reserves are for the end of the year? Nobody can. Certainly not from the budget as presented. The most basic context for decision making is missing from the budget and yet you all approved it.

In March 2020 Council approved the Water System Financial Plan (hereafter referred to as the Water Plan). The plan requires that annual budgets disclose the costs of operating and maintaining the water system, and project the surplus that will be transferred to the water system's capital reserves. The current years budget does none of those things. In fact the last budget to do this properly was in 2018. And yet you all approved the budget.

In May of 2019 Council passed the Township's Asset Management Policy. Pursuant to that Policy, a 147 page Asset Management Plan (hereafter the Asset Plan) was created with assistance from consultants PSD Citywide, and was received by Council in February 2022. Pursuant to the Asset Policy the Township of Billings commits to referring to the Asset Plan as part of the annual budget process. This years budget did not mention the Asset Plan at all.

As does the Water Plan, the Asset Plan calls for water system surpluses to be reserved for the costs of maintaining the water system infrastructure. The Water Plan of 4 years ago called for water rate increases of 1.5% per annum in order to keep the water system sustainable; the more detailed and recent Asset Plan of 2 years ago however says that water rates need to increase by 6.3% per annum, for the next 20 years! That annual 6% increase by the way is just to meet ongoing capital requirements. Additional rate increases are needed to meet the rising costs of day to day operations. And yet none of this is reflected in the budget that was passed.

The budget meanwhile states that water rates are going to only increase by 6 **dollars** per user this year, while in the same breath asserting that somehow total water revenues are going to increase by \$57,000 over those collected in 2023. At \$6 per user that would require 9,500 users on the system! Or alternatively a 22% increase in rates for the number who are actually

on the system. This was one of many issues pointed out when my delegation materials were circulated to you on March 4th, and yet no explanations were given or corrections made. You approved the budget anyway.

The Asset Plan also discloses that general tax rates need to be increased by 3.3% per annum for the next 20 years in order to properly fund the maintenance of Township infrastructure other than the water system. Again that increase is above and beyond the rate increases needed to fund escalating costs of daily operations. None of this is reflected in the budget,

Council and staff have disregarded the Water Plan, the Asset Policy and the Asset Plan; why? As the mayor would remind us, these documents were included in your Orientation packages, not to mention that three members of this current Council served on the prior Council that received and approved these documents in the first place. These policies and plans are required by the Province, and the Province expects the commitments in them to be followed. They are not just boxes to be ticked and then forgotten about.

It should be obvious to all that surpluses from operating the water system are required to be reserved for water system capital costs and funded by cash transfers to the Water Capital Bank account. But the last transfer was made into that account in January 2022, and then nothing since. The accounting for this should be kept current by staff as a matter of course, but it is not.

At the November 7, 2023 Council meeting a staff report was tabled (TR-2023-11-15) recommending a Capital Cost Recovery of over \$22,000 from the 20 property owners adjacent to the Old Mill Waterline project. The staff report made no mention of the Water Plan or the Water Bank account. Prior to that meeting the CAO replied in writing to a resident's enquiries about the water system finances. That reply indicates that the CAO knew about both the Water Plan, and of the existence of the Water Bank account. Yet no mention was made by her of either the plan or the bank account at the November 7th meeting, nor was their existence acknowledged when the amended version of the staff report was released.

At the Special Council meeting of December 12th a staff report was tabled (TR 2023-12-18) to spread the waterline project cost recovery over all owners on the water system. That report still made no reference to the Water Plan. At the meeting the CAO in response to a resident's written enquiry about surpluses in a water account acknowledged that the account existed, but when asked by then Councillor Jim Cahill what the balance of the account was, the CAO claimed to not have that information available. It is astonishing that considering the relevance of that account, and her awareness of its existence for at least 5 weeks, that she did not know that the account had a balance of over \$360,000. And no comment from the mayor about it either.

Eventually the balance in the water bank account was surreptitiously revealed to the public with a one line disclosure in a staff report (T2024-01-01) attached to the Jan 16, 2024 Council agenda. It came without explanation or reconciliation. That report served as justification for proceeding at the same meeting with the passing of the Capital Cost Recovery bylaw. Despite the sudden and unexplained revelation of over \$360,000 in the water bank account, not a single member of Council asked for the bylaw to be delayed until a proper accounting could be undertaken.

In tonight's agenda package is the correspondence cosigned by myself, Jim Cahill and four other concerned residents, that was emailed to each of you on Feb 27, 2024. That correspondence includes an accounting of the water bank account and of the water system operating surpluses from January 2020 through the end of 2023. It identifies that water system surpluses for the past three years have not been transferred to the water bank account as required by the Water Plan; that the water bank account should currently have \$568,000 in it more or less; and that to make that account whole some \$200,000 needs to be transferred from the general bank account. Our correspondence also identifies that the math used by the Township to compute the Capital Cost Recovery from users of the water system is in error, and that water users should be responsible for \$385,000 of the Old Mill Road waterline project costs, not \$208,000. In light of our findings we asked you to rescind the Capital Cost Recovery bylaw, and to transfer the necessary funds to the water bank account. Now that the Township has had time to perform its own belated reconciliation of the accounts, when can we expect you to start responding to our concerns. Why not start tonight?

It is time for Council to accept responsibility for these oversights, and to work diligently to put things right. Nothing is gained by continuing to make decisions based on faulty information. When residents point these oversights and faults out, nothing is gained by the mayor serving us with remonstrations that we are being 'misleading' or spreading 'misinformation'. We don't expect you to thank us for being concerned enough to put time and effort into reconciling the accounts you ignore, or for highlighting the Plans you also ignore, but we don't expect to be insulted for it either.

On January 16th Council also approved the formation of an ad hoc committee to assist in the creation of water system policies. Of what benefit is this? You already have water system policies; they are found in the Water Plan and the Asset Plan. And you have turned a blind eye to them. The ad hoc committee only serves as a diversion and a delay of the inevitable. Instead of new committees, Council and staff should reacquaint themselves with the commitments under the Water Plan and the uncomfortable truths of the Asset Plan, and get down to dealing with them. Reopen the budget and fix it. Start openly discussing and addressing the Township's true financial position and needs, and set a course that is prudent, not wishful.

And now I have one final matter to address.

As at Feb 1, 2022 the Asset Plan confirmed that the Water Plan was still the approved policy of the Township. My review of the Council agendas from February 2022 to February 2023 found no Council discussion or staff reports on either the merits or need to use Capital Cost Recovery to fund the Old Mill Road waterline project.

Yet out of the blue, a March 7, 2023 staff report (MPM 2023-03-07), asserts that Capital Cost Recovery will be necessary, and furthermore that “the non [government] funded portion [of the project] will have to be borne by the system users - ie, users on the Old Mill Rd. waterline.’ With whom do these assertions originate? Who on this Council or the prior Council debated them or approved of them?

One thing that the March 2023 staff report did not do however, was concoct the assertion that within the context of the Water Plan it was always intended that only the water users on Old Mill Rd were to bear the non-government funded costs of the waterline project. Instead, that fabrication was first made in the previously mentioned staff report of Jan 16,

That so-called ‘context’ simply does not exist. The Water Plan explicitly forecasts that water rates from all system users will contribute to operating surpluses and that those surpluses will be used for water capital expenditures. The Water Plan clearly demonstrates that government funding and system surpluses are the only two sources expected to pay for the waterline project costs; there is NO third source of funding from any other party, let alone the Old Mill Rd property owners as a class.

The fabrication about context was repeated by the CAO at the January 16 meeting. Bizarrely it was considered critical enough to be included in the Council Highlights published on the Township’s website. And then it was asserted yet again by the mayor in the pages of the Manitoulin Expositor on January 24, 2024.

The fabrication serves a selfish purpose. It is a ruse to avoid responsibility for causing needless financial angst amongst the residents of Old Mill Rd that would have been avoided if the Water Plan had been properly followed from the get go. It is an attempt to gaslight the Township residents into believing that regardless of whether the Water Plan had been followed or not, the Old Mill Road residents would still have been required to pay \$22,000 each.

You are quoted Mayor Barker in the January 24 Expositor as follows:

As mentioned in the water system financial plan, there was always the intention of the benefiting water users to pay for the shortfall in the Old Mill waterline replacement project cost recovery...Upon completion of the project, those costs were reconciled and the water users' portion after funding was over \$20,000 per water user.

That is simply not true Mr. Mayor. Because the Water System Financial plan never considered that the benefiting water users were only those on Old Mill Road.

With regards to your quoted remark in the January 24 Expositor Mr. Mayor, I am hereby lodging an informal complaint that you have contravened section 4.1(b) of the Code of Conduct for Members of Council by making a statement that is, or ought to be known to be, false or with the intent to mislead or misinform Council or the public.

In accordance with Part A of Appendix B to the Code of Conduct I am encouraging you to acknowledge and agree to stop this contravention of the Code of Conduct. I suggest that the simplest and fairest way to do this would be for you to contact the Expositor and retract your offending statement.

The Township has a lot of difficult decisions ahead of it. It needs leadership that is trustworthy, and has the humility to accept that it cannot be all knowing on every subject. If you make mistakes, admit to them, and accept the efforts of those who are trying to help you stop digging a bigger hole.

Thank you for your time.



Council Resolution Form

Date: 21 Mar 2024 No: Resolution No.62-24
Moved By: Councillor Tripp Disposition: CARRIED.
Seconded by Councillor Popkie
Item No: 12.2

Description: Occupational Health and Safety Act Definition of "Employer"

RESOLUTION:

That Council support Resolution CC2023-303 passed by the Council of the City of Greater Sudbury on December 5, 2023 regarding the Amendment of the Occupational Health and Safety Act to Clarify the Definition of "Employer", including that the definition of "employer" excludes owners that have contracted with a constructor for a project;

And furthermore that a copy of this resolution and a copy of the City of Greater Sudbury's resolution be circulated to the Honourable Doug Ford, Premier of Ontario, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, John Yakabuski, MPP for Renfrew-Nipissing-Pembroke, the Association of Municipalities of Ontario and all Ontario Municipalities.

Recorded Vote Requested by:

.....n/a.....

	Yea	Nay
J. Levesque	_____	_____
T. Popkie	_____	_____
L. Thomson	_____	_____
R. Tripp	_____	_____
R. Weir	_____	_____


MAYOR

Declaration of Pecuniary Interest:

.....n/a.....

Disclosed his/her/their interest(s), vacated he/her/their seat(s),
abstained from discussion and did not vote

December 12, 2023

Sent Via Email

Municipalities of Ontario

Re: Amendment to the Occupational Health and Safety Act to Clarify the Definition of "Employer"

PO BOX 5000 STN A
200 BRADY STREET
SUDBURY ON P3A 5P3

The following resolution was passed by Council of the City of Greater Sudbury on December 5, 2023:

CP 5000 SUCCA
200, RUE BRADY
SUDBURY ON P3A 5P3

CC2023-303: WHEREAS in 2015 the City of Greater Sudbury (the "City") entered into a contract with a contractor experienced in road construction projects to complete a project on Elgin Street in the City's downtown core;

AND WHEREAS the contract provided that the contractor would be the constructor for the project as that term is defined in the Occupational Health and Safety Act (the "Act");

AND WHEREAS an employee of the constructor operating a grader on the project struck and killed a pedestrian;

AND WHEREAS the City was charged with offences under the Act as the constructor and the employer;

AND WHEREAS after being acquitted at trial and on appeal, the Ontario Court of Appeal, in a decision issued on April 23, 2021, found the City to be liable for contraventions of the Construction Regulations as an employer as it employed quality control inspectors to monitor the quality of work on the project from time-to-time;

AND WHEREAS the Supreme Court of Canada, in a decision issued on November 10, 2023, was evenly divided 4-4 on the issue resulting in dismissal of the City's appeal;

AND WHEREAS the consequence of this decision is that municipalities in Ontario, as well as all other owners of property in the province, who wish to undertake construction, are subject to being charged and convicted as an employer for offences in relation to project sites for which they have no control and have, in accordance with the Act, contracted with an entity to assume plenary oversight and authority over the work on such site as the constructor; AND WHEREAS the potential of an owner being charged as an employer as that term is defined in the Act in circumstances where it has engaged a constructor disregards and renders meaningless the owner-constructor provisions contained in the Act and presents an unacceptable level of increased risk and confusion for owners and contractors throughout the province;

705.671.2489

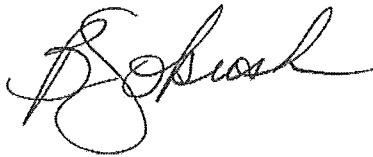
www.greatersudbury.ca
www.grandsudbury.ca

AND WHEREAS the City believes that the safety of workers is paramount however the safety of workers on construction projects in Ontario is not increased by placing liability on parties that do not have control of and are not responsible for the conduct of the work on such sites;

NOW THEREFORE BE IT RESOLVED THAT the Council for the City of Greater Sudbury requests that the province amend the Occupational Health and Safety Act to clarify the definition of "employer" to exclude owners that have contracted with a constructor for a project;

AND BE IT FURTHER RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, France Gelin, MPP for Nickel Belt, Jamie West, MPP for Sudbury, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, Ontario's Big City Mayors, Mayors and Regional Chairs of Ontario, Northern Ontario Large Urban Mayors, the Council of Ontario Construction Associations, the Ontario Chamber of Commerce and all Ontario municipalities.

Yours truly,

A handwritten signature in black ink, appearing to read 'Brigitte Sobush', with a stylized, flowing script.

Brigitte Sobush
Manager of Clerk's Services/Deputy City Clerk

- c. Members of City Council
Eric Labelle, City Solicitor and Clerk



Council Resolution Form

Date: 21 Mar 2024 No: Resolution No.63-24
Moved By: Councillor Tripp Disposition: CARRIED.
Seconded by Councillor Popkie
Item No: 12.3

Description: Funding for the 2024 Municipal Equipment Operator Course

RESOLUTION:

WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

THEREFORE IT BE RESOLVED, that the Township of Greater Madawaska supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

Recorded Vote Requested by:

.....n/a.....

	Yea	Nay
J. Levesque	_____	_____
T. Popkie	_____	_____
L. Thomson	_____	_____
R. Tripp	_____	_____
R. Weir	_____	_____

Page 1 of 2

MAYOR

Declaration of Pecuniary Interest:

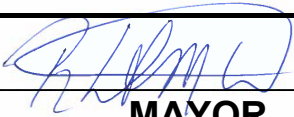
.....n/a.....

Disclosed his/her/their interest(s), vacated he/her/their seat(s),
abstained from discussion and did not vote

AND THAT, the Township of Greater Madawaska calls on the Province of Ontario’s Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, MPP John Yakabuski, the Association of Ontario Road Supervisors, and all Ontario Municipalities.

Recorded Vote Requested by:		
.....n/a.....		
	Yea	Nay
J. Levesque	_____	_____
T. Popkie	_____	_____
L. Thomson	_____	_____
R. Tripp	_____	_____
R. Weir	_____	_____


MAYOR

Declaration of Pecuniary Interest:

.....n/a.....
Disclosed his/her/their interest(s), vacated he/her/their seat(s),
abstained from discussion and did not vote

Treasury Board Secretariat

Emergency Management Ontario

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200

Secrétariat du Conseil du Trésor

de la gestion des situations d'urgence Ontario

25, rue Morton Shulman
Toronto ON M7A 1Y6
Tél.: 647-329-1200



DATE : April 9, 2024

MEMORANDUM TO: Chief Administrative Officers (CAOs)

FROM: Bernie Derible
Deputy Minister and Commissioner of Emergency
Management
Treasury Board Secretariat

SUBJECT: **Ontario's Provincial Emergency Management Strategy
and Action Plan: 2023 Annual Report**

I am pleased to share with you Ontario's [Provincial Emergency Management Strategy and Action Plan: 2023 Annual Report](#).

The Provincial Emergency Management Strategy and Action Plan, which was released last year, is the province's roadmap for a whole-of-Ontario approach to emergency management to keep the people of Ontario safe, practiced and prepared.

This annual report shows the progress made in the last year to keep communities ready and prepared as well as continued actions moving forward. Key actions highlighted in the annual report include:

- Strengthened collaboration through coordinated responses to emergencies across the province, including during challenging flood and wildland fire seasons.
- Enhanced public education and support for emergency management partners, including the delivery of 336 emergency management courses for 13,847 participants and launch of the "Exercise in a Box" program.
- Launched the Community Emergency Preparedness Grant to help communities and organizations across Ontario purchase critical supplies, equipment and deliver training and services towards local emergency preparation and response as part of \$110 million over the next three years announced in the 2023 Ontario Budget.

Best practice initiatives led by emergency management partners across Ontario are also profiled in the annual report which exemplify collective work towards safer and more prepared communities across the province.

This progress is made possible because of the collaboration, coordination, and commitment of municipal partners across Ontario. Thank you for your valued partnership through engagements and discussions to move emergency management goals forward.

If you have any questions regarding the annual report, please contact your local Field Officer. A copy of this memorandum will be shared with your municipality's Community Emergency Management Coordinator.

I appreciate your continued support and partnership as we work together towards a safe, practiced and prepared Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bernie Derible', with a stylized, cursive script.

Bernie Derible
Deputy Minister and Commissioner of Emergency Management
Treasury Board Secretariat

Cc:

Eric Everett, Assistant Deputy Minister, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

Heather Levecque, Assistant Deputy Minister, Emergency Management Operations Division, Emergency Management Ontario, Treasury Board Secretariat

Lisa Priest, Assistant Deputy Minister, Emergency Management Preparedness, Programs and Planning Division, Emergency Management Ontario, Treasury Board Secretariat

Michelle Astill, Director, Emergency Management Policy and Governance Branch,
Emergency Management Strategy, Monitoring and Intelligence Division, Emergency
Management Ontario, Treasury Board Secretariat

From: [Jason Thibault](#)
To: [Tiana Mills](#)
Subject: Observations - re: Entry to Kagawong from Hwy 540
Date: April 3, 2024 12:49:44 PM
Attachments: [Outlook-facebook i.png](#)
[Outlook-twitter ic.png](#)
[Outlook-youtube ic.png](#)
[Outlook-linkedin i.png](#)
[Outlook-instagram .png](#)

Good day Tiana;

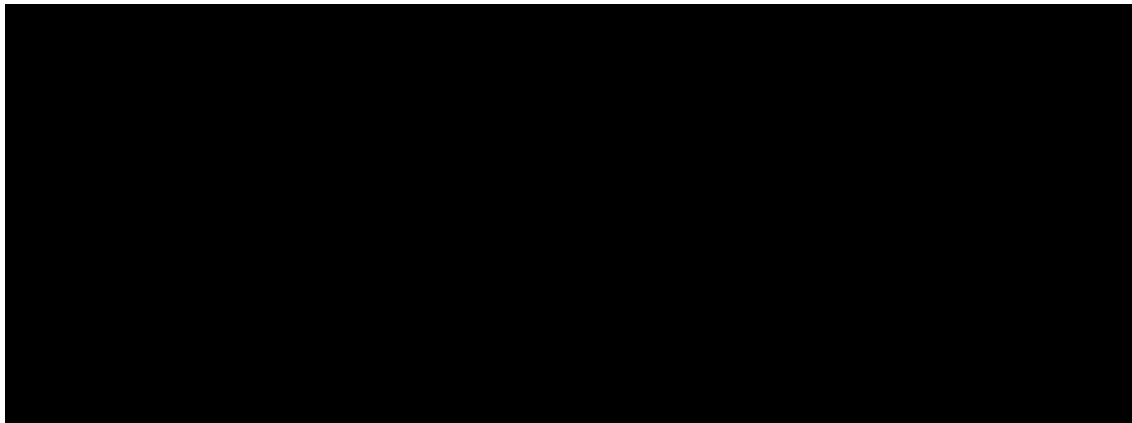
Observations coming into Kagawong for Council to address. Please forward observations to Council to improve the image and entry into Kagawong.

There is a significant deterioration in the aesthetics of this entry into Kagawong:

1. significant garbage on both sides of the road - more resources and effort spent in keeping it nice looking.
2. Falls area - dog poop in bags, garbage cans locked, chained - garbage all over the viewing area, etc. Visitors don't care who maintains it - there needs to be a better solution then pointing fingers.
3. across the road - visitors using docks and ramps that are unsafe (private or public) visitors are using the area and it is in bad shape and falling apart. Once again, visitors don't know if private or municipal - but in very bad shape.

I drive in and out of Kagawong daily and it is getting worse. There needs to be a solution for improving the image of Kagawong.

Jason.



From: [Brian Parker](#)
To: [Tiana Mills](#)
Subject: Lakeshore Road
Date: April 10, 2024 5:51:39 PM

To Mayor & Councillors:

Over the years I have purposely not written or contacted council in the foregoing manner, as I have felt any interference from past council members would be seen as meddling and not beneficial. However, there is a point in time that conditions warrant comment and action.

To this end I bring forward the plight of Lakeshore Road in Billings Township and its current substandard condition. Every year since living here the public works have repeatedly patched over patches over patches but to no avail. Road surface conditions have continually deteriorated on our section of the road to the point of no return and in numerous places the road has now turned to a granular mix with little or no resemblance of a tar paved road. This can partly be attributed to the summertime influx of traffic from the Rental Units, Resorts, B & B's and farm traffic that we get. In the spring dips and crowns appear on this road where there wasn't the year before and that combined with the traffic flow has led to vehicles swerving into the other lane of traffic to avoid potholes which could cause a catastrophic accident.

We have been informed by a council member and staff that there are no plans to address this issue this fiscal year. However, we feel that the importance of people and their safety overrides an amendment to the budget so Lakeshore Road repairs can be brought forward and addressed this current fiscal year saving harm to both public and township alike.

Sincerely

Brian Parker

Accounts for Payment April 10, 2024

Payment	Account	Amount	Description
AUTO	Amex	\$20.54	Service Fees (Monthly)
EFT	BAMM	\$887.19	Equipment Maintenance (PW)
AUTO	Bell Canada	\$518.27	Monthly Contract (Monthly)
AUTO	Bell Mobility	\$745.42	Cell Phone Contracts (Monthly)
8335	Bridal Veil Variety	\$371.97	Fuel (FIRE)
AUTO	CANLIFE	\$1,511.24	RRSP (Monthly)
8336	Capital Park Consulting	\$23,464.45	Consulting Services
8337	Clyde & Co Canada LLP	\$5,816.68	Professional Services
AUTO	Eastlink	\$149.35	Internet Service Fees (Monthly)
AUTO	Elavon CAN	\$42.24	Service Fees (Monthly)
8338	EncompassIT	\$201.71	Laptop Configuration + Support
8339	Freddie's Welding	\$180.80	Equipment Maintenance (PW)
EFT	Freeland Caldwell Reilly	\$14,972.50	Preparation of Audited Financial Statement Interim Invoice
8340	G. Stephen Watt	\$2,697.78	Infrastructure Ontario Review
8341	GHD Digital	\$12,285.00	GovStack Implementation
AUTO	Government of Ontario	\$2,287.16	Pier Review (Annual)
EFT	Grand & Toy	\$927.96	Address Lables, Paper, Envelopes, Etc. JAN-APR
EFT	Identifiable Individual	\$121.20	Mileage for EMO Training Conference
EFT	Identifiable Individual	\$297.74	Workwear Spending Allowance
EFT	Identifiable Individual	\$86.19	IW CAO Meeting Host
EFT	Identifiable Individual	\$317.83	Employee Health Spending Payment
EFT	Identifiable Individual	\$18.05	Supplies (Office)
EFT	Identifiable Individual	\$1,113.75	Professional Services
EFT	Identifiable Individual	\$1,000.00	Employee Health Spending Payment for 2023+2024
EFT	Identifiable Individual	\$1,079.92	Payout of Carryover from 2023
EFT	Identifiable Individual	\$38.06	Supplies (Office)
AUTO	Interac	\$2.64	Service Fees (Monthly)
AUTO	Iron Mountain	\$107.35	Standard Shred (Monthly)
8342	Island Promotional Products	\$285.78	Marina Staff Polo Shirts (Marina)
8343	Jenna Carter	\$723.69	Postcards (Marina + Museum)
AUTO	Laurentian Business Products	\$175.00	Monthly Contract (Monthly)
EFT	Lisa & Darren Hayden	\$1,470.00	Cleaning Contract
8344	Manitoulin Municipal Association	\$183.11	2024 Membership Fees
AUTO	Manitoulin Sudbury DSB	\$32,776.83	Land Ambo, Social Housing, Ontario Works, Child Care JAN/FEB/MAR
AUTO	Manulife	\$6,867.41	Benefits
AUTO	Master Card	\$460.03	Service Fees (Monthly)
EFT	McDougall Energy Inc.	\$6,083.97	Diesel Clear + Diesel Dyed
8345	Minister of Finance (Policing)	\$17,432.00	Local Service Realignment (Monthly)
AUTO	Moneris	\$135.48	Service Fees (Monthly)
CC	Municipal Finance Officers' Association (MFOA)	\$339.00	2024 Membership Fees
EFT	Municipal Insurance Services (MIS)	\$83,348.36	Insurance - Auto Fleet, Boiler & Machinery, CGL, Property, Umbrella, Etc.
CHQ	Municipal Property Assessment Corporation (MPAC)	\$8,947.41	Recovery of Property Assessment Services (Quarterly)
CC	Northern Communications Services	\$188.65	E911 Consolidated (Monthly)
AUTO	OCWA	\$10,948.00	Service Contract (Monthly)
AUTO	OMERS	\$3,273.00	Pension Contribution (Monthly)
EFT	Paul's Corner Store (ESSO)	\$595.49	Fuel (PW)
8346	Pitney Bowes	\$200.00	PitneyWorks Postage Meter
8347	Public Health	\$2,863.16	Municipal Levy (Monthly)
8348	Receiver General for Canada	\$1,716.33	Radio Authorization Renewal Annual (FIRE)
8349	STOP Restaurant Supply	\$661.69	Mop Heads, Handles, Buckets
AUTO	Superior Propane	\$2,426.40	Propane
AUTO	Superior Propane	\$79.10	Equipment Rental for Museum (Monthly)
AUTO	Superior Propane	\$31.97	Equipment Rental for PC (Monthly)
CC	Vianet	\$67.80	Wireless Internet (Monthly)
AUTO	Visa	\$554.09	Service Fees (Monthly)
AUTO	Wells Fargo	\$108.01	Service Fees (Monthly)
EFT	Whitehots Inc.	\$683.35	Books (Library)
AUTO	WSIB	\$6,069.77	Remittance (Quarterly)

Total \$260,957.87

Total Accounts for Payment \$260,957.87



BY-LAW NO 2024-28

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE TOWNSHIP OF BILLINGS

WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under Section 9; shall be exercised by By-Law;

AND WHEREAS The Council for The Corporation of the Township of Billings deems it expedient that the proceedings of meetings of the Council be confirmed and adopted by By-Law;

NOW THEREFORE the Council of The Corporation of the Township of Billings enacts as follows:

1. THAT the actions of the Council of The Corporation of The Township of Billings at its Council Meeting held on April 16, 2024 in respect to each report, motion, resolution, or other actions recorded and taken by Council at its meetings, except where the prior approval of the Ontario Lands Tribunal is required is hereby adopted, ratified, and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. THAT the Mayor and CAO/Clerk, or such other official as deem appropriate are hereby authorized and directed to do all things necessary to give effect to the said action, of Council of the Township of Billings referred to in the proceeding section.
3. THAT the Mayor and CAO/Clerk are hereby authorized and directed to execute all documents necessary on behalf of the Council and to affix the corporate seal of The Corporation of The Township of Billings to all such documents.
4. THIS By-Law shall come into full force and effect upon final passage.
5. THIS By-Law may be cited as the "April 16, 2024 Confirmatory By-Law"

READ a FIRST and SECOND TIME this 16th day of April 2024

READ a THIRD TIME and FINALLY PASSED this 16th day of April, 2024

Bryan Barker, Mayor

Emily Dance, CAO/Clerk